

## Internship Description

Job Title: Staff Writer  
Department: Event Marketing  
Reports To: Dan Wolan, Director of Sales

---

**Position Summary:** *Responsibilities include researching and writing content for company websites, client newsletters, and marketing materials.*

*Ideal candidates will be proactive and willing to learn many aspects of the business. Candidates must excel in writing and be able to work independently while meeting project deadlines.*

### **Skills and Key Attributes**

- *A background in English, Journalism, Marketing or related field*
- *Excellent writing samples*
- *Knowledge of AP Style*
- *Understanding of social media, blogging and website content*
- *Excellent MS Office (Word/PPT) skills*
- *Photography skills a plus*
- *Self-motivation*
- *Good sense of humor*
- *Excellent communication skills*
- *Ability to work with tight deadlines*
- *Confidence, flexibility, structure and organization skills*
- *Capacity for teamwork*

**For information contact:** [dwolan@productions-plus.com](mailto:dwolan@productions-plus.com)