

The Arts of Humanity

2015

Home of Fashion and Arts Humanity Fete

FAHF

Internships available with The Arts of Humanity/Fashion and Arts Humanity Fete

Theartsofhumanity.org | 708-609-7759

Title

Media Relations Coordinator (2 available). Date posted: July 2, 2015

Position Location

Virtual

Company Description

The Arts of Humanity is a 501 (c)3 organization that teaches, develops, and recognizes creative humanitarians. Its biggest event of the year is Fashion and Arts Humanity Fete, a high quality awards show that recognizes humanitarian achievements in the fashion and arts industries.

Position Description

The Media Relations Coordinator's responsibilities lies in creating and fostering effective and positive relationships with the media in order to strengthen the brand, scope, audience, and reputation of The Arts of Humanity and Fashion and Arts Humanity Fete. The Media Relations Coordinator will work with media for the purpose of informing the public of the organization's mission, programs, and practices in a positive, consistent and credible manner. Typically, this means coordinating directly with the people responsible for producing the news and features in the mass media. Media includes radio, magazines, blogs, newspapers, pod casts, online calendars, television, social media, and other forms of mass media. Must be able to attend 2-3 scheduled meetings and must have a completely open schedule on December 11 and 12, 2015.

Start and End Date

Start: July 20, 2015 End: January 20 (6 full months required)

Responsibilities

- Secure interviews for Executive Director (ED) of The Arts of Humanity that will provide event marketing and effective image branding of ED and organization.
- Secure media pre-coverage articles, attendance, and post-coverage articles for FAHF
- Post FAHF on various calendars to promote event
- Connect with bloggers to promote FAHF on their blogs via event write-ups or interviews with ED or Associate Director.
- Coordinate FAHF red carpet participation and media pit, ensuring all appropriate guests are interviewed in a timely manner
- Communicate with media, keeping them up to date with vital information regarding their participation with FAHF
- Update and organize FAHF's media contact list, ensuring all contact information is accurate.
- Increase the database of accurate and relevant media contacts
- Update the organization's Twitter, Instagram, and Facebook pages daily, focusing more heavily on Twitter.
- Other media and FAHF related duties as assigned

Requirements

- Must have strong PC skills and technology/Social Media skills
- Excellent writing, grammar, and communication skills
- Excellent phone presence
- Able to manage self, complete weekly goals, and check in at the end of each day with a list of completed tasks.

- Must be very organized and flexible
- Strong written and verbal communication skills
- Person should be enthusiastic, articulate, poised, and professional
- Daily access to technology that allows completion of daily tasks and use of apps such as GroupMe, Check List, and Drop Box
- Must demonstrate timely communication with team members and media

Qualifications

Interested candidates with past course work in journalism, communications, marketing, and public relations are ideal. Business and/or business management coursework can also be a good fit. Must be a diligent, organized, and tactful intern. This position is open to all college students with the appropriate background coursework. If you are a non-college student, or do not have appropriate coursework, 1-2 years minimum experience in media relations preferred.

Compensation

If you are a college student, please talk to the appropriate entities to learn if you can receive credit for this internship. This internship is unpaid, however pre-approved travel expenses will be reimbursed along with any pre-approved purchases. Upon completion of the 6 months, The Arts of Humanity's Executive Director and/or Associate Director will be willing to write letters of recommendation that accurately reflect the intern's successes.

Contact

To apply for this position, please send a current resume and cover letter specific to this position and The Arts of Humanity to renita@theartsofhumanity.org



Fashion and Arts Humanity Fete

Honoring humanitarian achievements in the fashion and arts industries.

Visit our website at theartsofhumanity.org and use #fahfawards, #fahf2014, and #fahf2015 to connect with us and our supporters on social media.