
Moxley Carmichael

Internship Opportunities with Moxley Carmichael

Moxley Carmichael seeks college juniors, seniors, graduate students or graduates in public relations, journalism, communications or marketing for internship opportunities. This internship is 24-40 hours per week. General office hours are 8:30 a.m.-5:30 p.m., Monday through Friday. This internship may include some evenings and weekends.

Interns support partner and account executives by:

- Drafting, distributing and following up on news releases
- Assisting with story pitches
- Maintaining media and government databases
- Writing blog entries
- Planning and executing client events
- Performing research
- Handling other related responsibilities
- Providing general office support

Interns must have excellent written and verbal communication skills; be able to manage multiple projects and deadlines; and have strong client service orientation. Reliable transportation and auto insurance are required. Interns earn \$9 per hour pay plus mileage. The company will pay for downtown parking.

Moxley Carmichael offers a fast-paced, professional and fun environment and serves East Tennessee's top companies and non-profit organizations. For more information about Moxley Carmichael, visit www.moxleycarmichael.com.



Moxley Carmichael

445 S. Gay Street, Suite 305 • Knoxville, TN 37902

www.moxleycarmichael.com

865-544-0088