

Berg Muirhead and Associates  
Public Relations Internship

Berg Muirhead is a multi-faceted, full-service public relations agency that specializes in media relations, community marketing, event management, crisis management and public affairs. The firm has a diverse range of clients in industries such as non-profits (foundations, museums, benefits), real estate development, retail, hospitality, information technology, telecommunications, law, health care and government.

[www.bergmuirhead.com](http://www.bergmuirhead.com)

Requirements:

- Computer proficiency (Word, Excel, PowerPoint)
- Good communication skills
- Punctual, proactive and resourceful work ethic
- Writing experience is preferred
- Minimum of two years of college education is preferred

Responsibilities:

- Various administrative activities
- Media monitoring and media clip compilation
- Media list development
- Media pitching
- Writing media materials (based on skill level)
- Client research

Experience:

- Experience the ins-and-outs of a highly-regarded public relations firm
- Multi-tasking on multiple accounts
- Working knowledge of office tools
- Assisting in event management
- Writing development
- Media pitching
- Attending client meetings

Contact:

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