

## **LEFT FORUM MEDIA AND PUBLICITY INTERNSHIP**

Left Forum seeks to fill a part-time media and publicity internship position for the Winter/Spring of 2010 – 2011. We seek an enterprising individual interested in learning about and assisting Left Forum's media and publicity work for the March 2011 conference. Dozens of journalists attended the 2010 conference which featured a media row with live radio broadcasts, live webcasting and video coverage and a press conference. This is excellent opportunity to develop and hone your communications and publicity skills while gaining valuable, high-profile experience and contacts in the media, academic and nonprofit arenas. The Media and Publicity Intern will help develop pre conference coverage and facilitate on site interviews and media presence. The position can be molded to fit the individual's strengths and interests.

### **PRIMARY RESPONSIBILITIES**

- Work at the conference with radio hosts, station managers, and technicians, grassroots and international TV, webcasters, videographers, and other institutional media sources
- Help to assemble a press kit, develop website media pages, write press releases, and produce public service announcements and TV and radio PSAs.
- Develop media outreach and conference promotion strategies
- Contact members of the press through emails and phone calls, and follow-up with press inquiries
- Learn about and help organize our media database of press contacts
- Orient and sign in members of the press at our onsite media welcome table and/or press conference

### **BACKGROUND AND EXPERIENCE**

- Excellent research, writing and verbal communication skills
- Strong publicity and outreach skills
- Coursework in Communications or marketing is helpful
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Experience with databases—CiviCRM preferred
- Passion for grassroots organizing and social justice

### **ABOUT THE INTERNSHIP**

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and very relaxed!) office in the CUNY Graduate Center where you'll be interact with scholars, graduate students and people who are involved with grassroots social justice movements.

This internship is unpaid, although academic credit is available. Hours are flexible—we ask for 10-20 a week—and can be adapted to fit your schedule Evening and weekend schedules are available. Internships begin immediately. To apply, please send a brief cover letter and resume to: [volunteer\[at\]leftforum\[dot\]org](mailto:volunteer[at]leftforum[dot]org).

### **ABOUT LEFT FORUM:**

Convening each spring in New York, Left Forum is the largest annual international conference of its kind. Continuing a tradition begun in the 1960s, we bring together intellectuals and organizers to share perspectives, strategies, experience and vision. Left Forum 2010 conference last March featured Noam Chomsky and drew more than 3,000 participants for 230 panels and events.