



PPW
PUBLIC &
PROFESSIONAL
WRITING

internship

*Providing a real world view into the life of a working
and writing professional.*



edition for academic year 2009-2010

This handbook was created by the Public and Professional Writing Program.

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and Graham Thomas.

Niki Kalemnous wrote the getting started section, updated the contact
information, and organized the booklet.

Many thanks to Pam O'Brien for establishing and maintaining relationships with the
following organizations, giving Pitt students valuable internship opportunities.



table of contents

getting started

student perspectives

directory of internship sites

nonprofit

American Red Cross
Amizade
Animal Rescue League
Asbury Heights
Carnegie Library
Every Child, Inc.
Gateway to the Arts
Light of Life Rescue Mission
Make-A-Wish Foundation
Manchester Craftsmen's Guild (MCG)
Neighborhood Works Western Pennsylvania
Northside Christian Center
Phipps Conservatory and Botanical Gardens
Pittsburgh Children's Museum
Pittsburgh Parks Conservancy
Society for Contemporary Craft
The Children's Home of Pittsburgh
The Sunlight of the Spirit
Thomas Merton Center
Venture Outdoors
Urban League of Greater Pittsburgh
Working Order
WQED Multimedia

for-profit

Big Science
Clear Channel Communications
EuroRSCG Magnet
FiveStar Development, Inc.
KEY Group
Larson O'Brien Advertising and PR

publications

Creative Nonfiction
Mt. Lebanon Magazine
Pittsburgh Sports Report, Inc.
The Bulletin
WQED's *Pittsburgh Magazine*

university of pittsburgh

Graduate School of Public and International Affairs
JURIST
Medical and Health Services Foundation
Office of Child Development
Office of Institutional Advancement
Pitt Magazine
Teaching Times
Women's Studies Program
PPW Program/The Writing Center



getting started

identifying a site

Choosing the right internship site is the first step to having a successful experience. Ask yourself:

- What do I want to gain from my internship?
- What am I passionate about?
- Which internship would help me determine or advance my career path?
- What are my strengths that will contribute to the organization/company?
- How much time am I willing to put into my internship?
- Do I want to work in a big or small company/organization?
- Do I want to work at a non-profit or for-profit site?

This booklet lists internship sites in four categories, which should be helpful when you answer these questions. Keep in mind, you will benefit from interning at multiple sites throughout college. Not only does this build your resume and provide you with valuable experience, but it will help you decide what you do and don't want to pursue as a career.

Browse through this booklet and read the descriptions of each internship. The descriptions should give you an idea of what projects you will work on, the staff you'll work with, and other aspects of the job. Notice which sites are writing intensive, which are more PR/advertising oriented, and so on.

contacting potential sites

Listed with each site in this booklet is a contact person. If you are considering applying for an internship, get in touch with this person and explain your interest. Ask them about their application process and go from there. Make sure your resume and cover letter are up-to-date and proofread.

ppw internship requirements

The PPW internships

- are for 3 credits and cannot involve pay
- must include at least 50 percent of your time writing
- require 10-15 hours on site each week
- need an on-site mentor or supervisor
- involve a weekly class (usually over breakfast) with other interns

In order to register for the internship, you and the site need to fill out your sections of the learning agreement (available at www.english.pitt.edu/ppw). Pam O'Brien will review the agreement and give you the class registration form.

finding your own site

The organizations and companies listed in this booklet are only a fraction of the internship sites available in the Pittsburgh area. Certainly, you may take the initiative to find additional places to intern. As long as they meet the PPW criteria and your career plans, PPW will support your choice.

This booklet is a work in progress that we expect to revise each year. Please let us know if you have ideas and insights of how to improve this guide.



student perspectives

I found that I **learned more in the first week** than in many of my semester-long courses.

–Jamie Cortazzo

Applying yourself and putting your writing out to potentially be criticized is a frightening thing. In my experience, however, people only wanted to help me. You find your way and most importantly **grow as both a writer and a person**. The end result is worth it. You now have working experience in real life situations, resume worthy material and with an internship it is like having your hand held along the way.

–Lindy Mandradjieff

Through my internship with PPW/Writing Center, I was able to combine two skills I once felt were separated...you can read a design as well as a story: same message, different form. Thanks to my internship, I was able to form several projects, all of which I am confident **will aid me as I continue my journey into the professional world**.

–Sarah Kotzman

My internships gave me the **confidence** to enter with professional world with plenty of pieces for my portfolio.

–John Ebel, PPW Program

The whole purpose of your internship is to learn this—to learn how to act and conduct yourself in a professional setting, to learn how to **communicate properly** with professionals inside and outside your company, to learn how to handle multiple projects with real deadlines.

–Robyn Ettinger, Philadelphia 76ers

The best part of working with JURIST was the fact that I had the opportunity to be **part of the staff** of such a well known legal news and research site...I feel that working with JURIST has helped me to gain a **powerful edge** over other students applying for law school because my name is now associated with something the law students and professors rely upon as a research tool...Over the course of the semester, I authored more than 135 reports...I have also been cited on other websites such as FindLaw and the Ohio Intelligent Design Network.

–Krystal MacIntyre

The best thing about this internship is that **you actually get to DO stuff**...The PPW internships actually mean that you get to be part of the company/organization that you're interning with... Your writing skills will be relied on.

–Elizabeth Cervini

I figured that I'd do enough coffee runs to be certified as an employee of Starbucks... Thankfully, my internship was quite the opposite... My work **directly affected the company's impact on the community**. In fact, my letters to elected officials about Library funding were featured prominently on the homepage of the Library... I helped give people a voice in a very important issue.

-Alexis Yakemovic, Carnegie Library

I have a full-time job already as an elementary teacher. So why did I spend part of my school year and most of my summer break completing a writing internship?... **I want to get better at writing**. More important, I want to have more to offer. Not just as an employee with new skills, but as an individual who wants to make an impact with those skills. For instance, I want to help my school secure funding for minority scholarship and curriculum projects. I want to write articles that will make people think more deeply about the way we educate children.

–Lori Wertz, The Falk School

The internship has been a great experience, and I think that it will vastly improve my resume. I can now document my newsletter articles as published clips, list my recently developed design skills, and include several writing samples to my portfolio. I feel that I now possess a confidence in myself and my writing that will make me **more desirable to prospective employers**.

-Shannon Durkin, PPW/Writing Center

Today I received the official proclamation signed by Mayor Tom Murphy. It is exactly the wording I wrote (**I am so thrilled about this**).

-Angela Sarkis



nonprofit sites

American Red Cross

225 Boulevard of the Allies

Pittsburgh, PA 15222

Phone: 412-263-3158

Fax: 888-217-9599

Website: www.swpa.redcross.org

Email:

Contact: TBA

Be sure to specify the Marketing and Communications Internship if you pursue this one. Because they are short-staffed, interns get a lot of variety including research, press releases, media relations, marketing and promotional materials. One intern even wrote a proclamation for the Mayor of Pittsburgh to sign. The staff at the Red Cross is exceptionally welcoming and is willing to have you visit with them, job-shadow and even attend events with them.

Marketing & Communications interns will be responsible for assisting with generalist activities and a chapter-wide program to measurably increase public understanding and support of the American Red Cross. The core responsibilities will be to provide assistance with and support of the following:

- Writing and distributing news releases and marketing materials
- Media relations, possibly during times of disasters
- Production of promotional materials (print, audio and video)
- Internal and external distribution of information and materials
- Red Cross representation at community and chapter events
- Cause-related marketing programs
- Chapter photography, including the use and storage of photo files
- Research activities, administrative support and other duties as assigned

Amizade

200 Robinson St.

Pittsburgh, PA 15213

Phone: 304-293-6049 or 412-586-4986

Fax: 757-257-8358

Website: www.amizade.org

Email: volunteer@amizade.org

Contact: Eric Hartman, Executive Director

Amizade offers public outreach, professional writing, marketing and development internships for immediate employment. The organization's mission is to empower people and communities around the world through intercultural service and learning.

They look for interns who are self starters, are highly organized, can work independently, are effective as both a writer and presenter. They prefer someone who has recruited for involvement in clubs, organizations or academic activities as well as someone with experience abroad though not necessarily required.

Responsibilities include the following:

- Making presentations on service learning and volunteer courses to college students.
- Representing Amizade at fairs and events.
- Writing press releases, promotional material and articles for the Amizade newsletter.
- Fundraising
- Possible supervisory opportunities and grant/fundraising project development.

Animal Rescue League

6620 Hamilton Avenue

Pittsburgh, PA 15206

Phone: 412-661-6452 ext.219

Fax: 412-661-8726

Website: www.animalrescue.org

Email: jneely@animalrescue.org

Contact: Jodi Neely, Communications Director

If you are a person with an interest in the well being of animals, and you have some of the skills indicated below, a great internship awaits you!

Public Relations/Development Department – Duties will include these activities:

- Organize special projects
- Conduct research
- Contact ARL supporters
- Assist with press releases and media projects
- Coordinate fundraising activities and projects, including newspapers, websites, brochures, presentations, etc.

Requires skills in writing, verbal communications, strong computer literacy and time management and organizational skills. Website development experience is a plus.

Volunteer Department – Duties will include the following:

- Recruit new volunteers and foster families
- Assist with volunteer orientations
- Create and distribute a monthly volunteer newsletter and calendar
- Coordinate a volunteer schedule to ensure the regular socialization, care and walking of the animals
- Schedule and ensure volunteer representation at outreach events
- Perform other duties as needed

Requires skills in public speaking, interpersonal relations, organization and written and verbal communications. Database experience a plus.

To apply, please send a resume and cover letter to the Animal Rescue League of Western PA.

Asbury Heights/United Methodist Services for the Aging

700 Bower Hill Road

Pittsburgh, PA 15243

Phone: 412-571-5121

Fax: 412-571-5111

Website: www.asburyheights.org

Email: aburgoon@asburyheights.org

Contact: Audrey Burgoon, Senior Director

Asbury Heights provides accommodations and services for over 450 older adults. They care for older adults in independent living, assisted living, nursing care and specialty Alzheimer's care. They have over 400 employees and over 250 volunteers.

The intern will primarily work with the Communications Assistant (Jon Ebel) and Audrey Burgoon (Senior Director on the Leadership Team). The intern will assist in writing and collecting articles and stories for monthly publications including Resident Newsletter, Employee Newsletter and Employee Wellness Newsletter as well as drafting informational and event flyers and postings.

Carnegie Library of Pittsburgh

4400 Forbes Avenue

Pittsburgh, PA 15213

Phone: 412-578-2458

Fax: 412-688-8609

Website: www.carnegielibrary.org

Email: thinness@carnegielibrary.org

Contact: Suzanne Thinnes, Communications Manager

Marketing/Communications Intern (Fall) – Through its Main Library and network of neighborhood locations, Carnegie Library of Pittsburgh (CLP) serves the dynamic and diverse information needs of people living in Western Pennsylvania. The Library is a vital community anchor that provides universal access to literature, culture, art, music, history, business and technology.

Carnegie Library of Pittsburgh's Marketing/Communications intern reports to the Communications Manager and assists with many aspects of department operations. Typical tasks may include the following:

Marketing Planning

- Assist in writing of tactical marketing plans that fit within the department's strategic marketing plan, including defining objectives, audience, key message points, recommended tactics, timeline, and budget
- Develop marketing strategy for the Library's two stores, including product development, pricing and promotion
- Attend staff meetings
- Attend monthly Allegheny County Library Association marketing committee meetings

Public Relations

- Develop plans for publicizing various events and programs
- Write news releases, PSAs and articles.
- Interview for, research and write releases about newsworthy programs, events and awards
- Write occasional longer articles for the Library's quarterly newsletter and website.
- Edit and update copy for website

- Write copy for postcards, brochures, flyers, advertisements and other collateral
- Update media list
- Maintain press clippings
- Scan sources for relevant news, articles pertaining to CLP and library services
- Assist with proofreading
- Prepare media kits
- Pitch story ideas to media and arrange for appropriate interviews

Advertising

- Assist in creative oversight of campaigns as warranted
- Sit in on meetings with vendors

Event Planning

- Assist Event Coordinator with all aspects of planning CLP sponsored events including scheduling, staffing, obtaining supplies and promoting

Project Coordination

- Assist staff with implementation and follow-up of various marketing/communication projects. Tasks will include, but not be limited to the following:
 - Maintaining project files
 - Completing appropriate paperwork
 - Meeting assigned deadlines
 - Assembling mailing pieces for various projects and marketing campaigns

Every Child, Inc

6401 Penn Avenue, Suite 300

Pittsburgh, PA 15206

Phone: 412-665-0600

Fax: 412-665-0755

Website: www.everychildinc.org

Email: mmilosvich@everychildinc.org

Contact: Matt Milosvich, HR Representative

Every Child, Inc. provides an array of individualized services and specialized approaches to birth, foster and adoptive families and children of all ages. They have expertise in serving children and parents with disabilities and special healthcare needs. They believe that the only happy ending for a child is to have a loving, safe and stable family. Their staff and services are dedicated to supporting and strengthening families and work in tandem to ensure that no child “falls through the cracks” due to a failure to navigate the complexity of the modern child care system.

This is a great site for sociology majors. Our intern there wrote several case studies (lengthy documents of a child’s history).

Gateway to the Arts

6101 Penn Ave., Suite 301

Pittsburgh, PA 15206

Phone: 412-362-6982

Fax: 412-362-6986

Website: www.gatewaytothearts.org
Email: lisah@gatewaytothearts.org
Contact: Lisa Hoistma, Executive Director

Gateway to the Arts transforms the lives and education of children through active participation in the arts and inspires students and educators to become lifelong learners and participants in the arts by making the arts integral to education.

They could use a Writing Intern to help tell their story to different audiences, research history and compile reports.

They are a small staff and very technology oriented. Research and writing skills required (punctuation and grammar skills a plus).

Light of Life Rescue Mission

PO Box 6823
Pittsburgh, PA 15212
Phone: 412-803-4134
Fax: 412-803-4142
Website: www.lightoflife.org
Email: kwild@lightoflife.org
Contact: Kellie Wild, Program Director

This Christian organization offers food and shelter to the homeless.

Make-a-Wish Foundation of Greater PA & Southern West Virginia

The Gulf Tower
707 Grant Street, 37th Floor
Pittsburgh, PA 15219
Phone: 412-471-9474
Fax: 412-471-1897
Website: www.wish.org
Email: lubarsky@wishworld.org
Contact: Leigh Ann Lubarsky, Wish Coordinator

The mission of the Make-A-Wish Foundation of Greater PA and Southern West Virginia is to fulfill wishes for children 2½ to 18 who have been diagnosed life-threatening illnesses. The office is open Mondays through Thursdays from 9:00 to 5:00 and Fridays from 9:00 to 4, and an intern's hours and days can be flexible within that time frame. To apply, mail, email or fax a resume, cover letter and writing sample to Leigh Ann Lubarsky, Wish Coordinator. In your cover letter, please indicate for which internship you wish to apply.

Marketing and Communications Intern

- Generate pitch letters for upcoming wishes
- Maintain and update media and photo archives
- Complete write-ups on fulfilled wishes for general use and distribution
- Write and distribute press releases
- Write articles for the volunteer newsletter

- Organize community relations and outreach programs
- Write articles for newsletters to outreach sources
- Identify and attend community events and health fairs relevant to Make-A-Wish
- Assist with promotional events or general office duties as needed
- Good phone skills, excellent writing skills required

Many students have interned there and found it to be a great experience, with lots of writing and a variety of tasks like press releases and wish stories. Good experience in working with the media. Great first internship if you are exploring the nonprofit field.

Manchester Craftsmen’s Guild Youth and Arts (MCG)

1815 Metropolitan Street

Pittsburgh, PA 15233

Phone: 412-322-1773

Fax: 412-321-2120

Website: www.manchesterbidwell.org/manchester-craftsmens-guild

Contact: Brittany Colatrella (PPW Grad)

MCG has been around for over 30 years and has served Pittsburgh’s North Shore as a multi-discipline arts and learning center that fosters a sense of belonging, interconnections and hope within the urban community. Their mission is to educate, inspire and promote higher education by engaging students in learning through the arts.

MCG serves an average of 2,000 students from grades K-12 annually. These students participate in ceramics, photography, design and digital arts, career and college exposure activities as well as attend exhibits by renowned artists who conduct workshops with the students. MCG also hosts educational opportunities for principals, teachers and the community and provide public access to its two galleries at no cost.

Youth, Arts Communications and Design Intern

- Assist in the promotion of programs and events
- Raise awareness of the organization’s mission
- Draft press releases
- Contribute to e-mail newsletters
- Review publication materials
- Maintain marketing materials archive.

Neighborhood Works Western Pennsylvania

710 Fifth Avenue, Suite 1000

Pittsburgh, PA 15219

Phone: 412-281-1100

Fax: 412-281-9987

Website: www.nhswpa.org

Email: bwomack@nhswpa.org

Contact: Barbara Womack

They help people buy homes who otherwise couldn’t afford to. Interns would help with writing grants, newsletters, brochures, etc. One of our interns there was offered a part-time summer paid-position.

North Side Christian Health Center

620 East Ohio St.
Pittsburgh, PA 15212
Phone: 412-321-4001
Fax: 412-321-4063
Email: cephasf@nschc.org
Contact: Floyd A. Cephas, Executive Director

The North Side Christian Health Center is an organization founded in 1993 by a group of doctors and community leaders who had a vision to serve the uninsured. Be sure to get a commitment that you will spend 50 percent of your time writing.

Phipps Garden Center

1059 Shady Avenue
Pittsburgh, PA 15232
Phone: 412-441-4442
Website: www.phipps.conservatory.org

Email: jkortz@hipps.conservatory.org
Contact: Jan Kortz, Human Resources

At Phipps Conservatory and Botanical Gardens, interns will have many opportunities to write for the media, including local newspapers and magazine; for Phipps' member publications; and for the Phipps website. Exposure to broadcast media will happen during the course of business. Interns will be involved with special event planning and execution, along with major show marketing. A great opportunity for those who love plants, gardens, and the feeling of being outdoors.

Children's Museum of Pittsburgh

10 Children's Way
Allegheny Square
Pittsburgh, PA 15212
Phone: 412-322-5058 ext.213
Fax: 412-322-4932
Website: www.pittsburghkids.org
Email: Atkinson@pittsburghkids.org
Contact: Yvonne Atkinson, Child Development Specialist

Be sure to get a commitment that you will spend 50 percent of your time writing. You'll also have lots of fun setting up classes and being with kids.

Pittsburgh Parks Conservancy

200 Technology Drive
Pittsburgh, PA 15219
Phone: 412-682-7275 ext. 220
Website: www.pittsburghparks.org
Email: lcook@pittsburghparks.org

Contact: Laura Cook, marketing Communications Coordinator

The Pittsburgh Parks Conservancy is a nonprofit organization that improves quality of life for the people of Pittsburgh by restoring the park system to excellence in partnership with the city.

The Pittsburgh Parks Conservancy seeks a part-time, undergraduate intern in the field of marketing for the summer term. Intern should be pursuing a degree in marketing or a communications-related field and currently have a minimum GPA of 3.5. Must possess excellent organizational skills and have superior attention to detail. All candidates should currently be enrolled in a 4-year college or university and be in at least their junior year. This internship is for academic credit and requires 15-20 hours per week.

Job tasks include but are not limited to the following:

- Assist in developing a business model for an online store including inventory and fulfillment
- Assist in developing content for quarterly newsletter and blog
- Aid Marketing Communications Coordinator in community outreach through public events
- Assist marketing staff in marketing the Schenley Park Cafe and Schenley Plaza, specifically focusing on these activities:
 - Flea market development and execution
 - Measurement and attendance
 - Event support
 - Maintaining Facebook, MySpace, and Twitter accounts
 - Updating online calendars

Society for Contemporary Craft/Museum Guild

2100 Smallman Street

Pittsburgh, PA 15222

Phone: 412-261-7003 ext.12

Fax: 412-261-1941

Website: www.contemporarycraft.org

Email: administration@contemporarycraft.org

Contact: Nancy Phillips

Interns are accepted on a rolling basis. Applicants should be highly motivated, able to see a project through from beginning to end, work well in a group environment and independently and have strong organizational skills.

The PPW student who developed this internship had an art history major and an interest in combining writing and art. She wrote for the Museum Guild, updated a media list and even helped stage and open a major event for the Society of Contemporary Craft.

The Children's Home of Pittsburgh & Lemieux Family Center

5324 Penn Avenue

Pittsburgh, PA 15224

Phone: 412-441-4884 ext.2045

Fax: 412-441-0167

Web: www.childrenshomepgh.org
Email:
Contact: TBA, Director of Marketing

They have one or two interns on an ongoing basis (fall, spring, summer).

Marketing & Communications Intern – Intern duties can be tailored to the intern’s skills and interests. Examples of intern tasks include the following:

- Writing for the web site
- Working with and helping manage volunteers
- Helping to edit brochures, press releases, invitations, programs and other print materials
- Interviewing, researching and writing news articles for publication
- Assisting with special events
- Researching foundations and corporations for grants; assisting in grant writing
- Performing administrative tasks, business writing, etc.
- Assisting with other aspects of marketing, communications and public relations.

Requirements

Student pursuing degree in marketing, communications, public relations or related field. Strong writing skills. Strong computer skills. Able to work a regular weekly schedule of at least 12 hours per week during business hours (some flexibility available).

The Sunlight of the Spirit

2275 Swallow Hill Rd., Bldg. 600
Pittsburgh, PA 15220
Phone: 412-429-1047
Fax: 412-722-1116
Website: www.sunlightspirit.org
Email: dhurd@sunlightspirit.com
Contact: Diane Hurd, Executive Director

This is a nonprofit organization that families in recovery (families of a chemically dependent person). SOS provides education, support and respite for their participants. They particularly need help with grant writing.

Thomas Merton Center

5001 Baum Blvd., Suite 695
Pittsburgh, PA 15213
Phone: 412-361-3022
Email: melissa@thomasmertoncenter.org
<http://www.thomasmertoncenter.org/springinterns08.htm>

This is a non-profit organization that promotes peace and justice in the world. They are currently looking for interns to help with event planning, newsletter writing, and grant writing.

Urban League of Greater Pittsburgh

610 Wood Street

Pittsburgh, PA 15222

Phone: 412-227-4158

Fax: 412-227-4870

Website: www.ulpgh.org

Email: mkdietrich@ulpgh.org

Contact: Mary Kay Dietrich, VP of Development & External Relations

As the Largest social service/civil rights organization in Southwestern Pennsylvania, the Urban League of Greater Pittsburgh has many writing opportunities for an intern in the Development and External Relations Department like donor solicitations and acknowledgements, direct mail pieces, brochures, newsletters, press releases, website updates, and correspondence on behalf of our CEO among others. Depending on the time of year, the intern may have the chance to help with one or more of our major, annual special events, all of which will require excellent writing skills for the marketing and communications of each event. An intern will also have the chance to write and edit sections of the Urban League's annual report.

Venture Outdoors

304 Forbes Avenue, 2nd Floor

Pittsburgh, PA 15222

Phone: 412-255-0564 ext.27

Fax: 412-255-0635

Website: www.ventureoutdoors.org

Email: jlucadamo@ventureoutdoors.org

Contact: Jon Lucadamo, Program Director

This nonprofit organization is dedicated to getting people outdoors. They sponsor events, lead outings, teach classes and host a website. Activities include kayaking on the rivers, hiking, biking and social events. Four interns have worked there and loved it. Lots of experience writing blurbs about the various trips, press releases and flyers/brochures. One intern wrote a grant to pay her salary to stay on and was able to continue in a paid position over the summer. Two others learned Dreamweaver.

Working Order

1650 Main Street

Sharpsburg, PA 15215

Phone: 412.782.5344

Fax: 412.782.5373

Website: www.workingorder.org

Email: rwilkosz@voapa.org

Contact: Ruby Wilkosz, Program Director

Working Order helps people with disabilities create meaningful jobs for themselves through entrepreneurship. Their clients start small businesses that larger area businesses outsource work to. Examples include greeting cards, gift baskets, mailing services, and photo archiving. They would particularly like help from an intern with grant and proposal writing capabilities. They are located in Sharpsburg.

WQED Multimedia

4802 Fifth Avenue

Pittsburgh, PA 15213

Phone: 412-622-6433

Fax: 412-622-1488

Website: www.wqed.com

Email: rmartine@wqed.org

Contact: Rosemary Martinelli, Director of Marketing

This department at WQED offers some great opportunities, not the least of which is working with its director, Rosemary Martinelli. You will gain experience in multimedia marketing, research, materials related to governance boards and staff, on air promotions (both radio and TV) and other aspects of PR and branding. So, your exposure would include both internal and external communications. You will need to apply through the Human Resources Department, Cheryl Harris (Human Resources Director) at 412-622-1372 or charris@wqed.org.



for-profit sites

Big Science

216 Blvd of the Allies
Pittsburgh, PA 15222
Phone: 412-471-2400
Fax: 412-471-4337
Website: www.big-science.com
Email: Rebecca@big-science.com
Contact: Rebecca Senneway, Producer/Marketing Manager

Our intern who worked there had a great time but said it was hard to get writing assignments. They are a multimedia production company working with sound.

Clear Channel Communications

200 Fleet Street
Pittsburgh, PA 15220
Phone: 412-937-1441
Fax: 412-937-0323
Website: www.clearchannel.com
Email: amandaabbott@clearchannel.com
Contact: Amanda Abbott

This is the parent company for many of Pittsburgh's radio stations. Much of the internship is sales but if you can write great radio commercials, the sales staff will give you writing assignments.

EuroRSCG Magnet

4 PPG Place
2nd Floor
Pittsburgh, PA 15222
Phone: 412-456-4300
Fax: 412-456-4310
Website: www.eurorscgpr.com
Email: katie.mcsorely@eurorscg.com
Contact: Katie McSorely

This is a national advertising and media relations agency with an office here in Pittsburgh. Our intern liked the big agency feel but said she didn't get to do much writing since everything went through the New York office.

FiveStar Development, Inc.

1204 Fifth Avenue

Pittsburgh, PA 15219

Phone: 412-338-1412

Website: www.fivestardev.com

Email: greatpeople@fivestardev.com

Contact: Angel Lehrian, Human Resource Manager

FiveStar Development is a change management company working primarily in the e-learning space. They are looking for an energetic person with excellent writing and communication skills to fill the instructional design internship position.

The intern's duties will include:

- script writing
- press releases
- proposal writing
- editing/proofreading

Communications and English Education majors are preferred.

JD Anthony

www.jdanthony.com

Email: careers@jdanthony.com

Fax: 267-386-8128

JD Anthony is a small, collaborative design firm in the heart of Pittsburgh's Downtown Cultural District. They are looking for an intern to assist with researching, writing, editing, storyboarding, and concepting work related to web, print, branding, and interactive projects. This internship provides a real world look into how a creative department operates on a day-to-day basis in support of a fast growing company, while developing the skills needed to succeed in today's business world.

Duties may include:

- Researching
- Writing and editing articles for multiple media
- Developing concepts for interactive campaigns and e-learning modules
- Conducting and transcribing interviews
- Writing scripts, advertising, and marketing copy

They are looking for an intern that can work 20-30 hours a week, but might be flexible about fewer hours. Please send your cover letter and one page resume in a word doc, attach your unofficial transcript, and include writing samples and any other information that highlights your capabilities. Also, explain your reasons for wanting this internship (i.e. school credit, general experience).

KEY Group

1121 Boyce Road

1800 Sainte Claire Plaza

Pittsburgh, PA 15241

Phone: 724-942-7900

Fax: 724-942-4648
Website: www.keygroupconsulting.com
Email: khanna@keygroupconsulting.com
Contact: Kelly Hanna, Director of Sales and Marketing

KEY Group is an agency that offers and trains motivational speakers. Our interns there did a great deal of writing, including two business reports (one that involved extensive research), publicity pieces for a seminar and letters.

Intern General Responsibilities/Requirements:

- Develop project plan for an individual task that intern will fully execute and fulfill desired goals
- Assist director of sales and marketing in marketing efforts, as well as in the development of marketing communication pieces, such as flyers, product sheets, etc
- Follow through on specific assigned projects
- Assist supervisor with preliminary research on various topics. Will be working online, as well as with the in-house library using scholarly resources
- Use research to help design training modules
- Update company database and contact system for perspective and existing clients
- Review and/or write education articles based on data for web site and/or newsletter

Larson O'Brien Marketing Group

733 Washington Road
Pittsburgh, PA 15228
Phone: 412-571-1600
Fax: 412-571-1699
Website: www.larsonobrien.com
Email: garrett@larsonobrien.com
Contact: Garrett Andrae

Larson O'Brien primarily deals with business to business in the architectural field. Their internship gives your great experience in both advertising, PR and multimedia. Our spring 2007 intern was offered a full-time paid position. You will need to travel to Mt. Lebanon, two blocks from the T station. You will write a lot of press releases, help with research, and work with clients.



Creative Nonfiction

5501 Walnut Street, Suite 202

Pittsburgh, PA 15232

Phone: 412-688-0304

Fax: 412-688-0262

Website: www.creativenonfiction.org

Email: fletcher@creativenonfiction.org

Contact: Hattie Fletcher, Managing Editor

Their main goal is to give their interns a working knowledge of the literary publishing industry. We've had three students intern there and they got great experience in event planning, letter writing and reviewing manuscripts.

Mt. Lebanon Magazine

710 Washington Road

Pittsburgh, PA 15228

Phone: 412-343-3780

Fax: 412-343-7841

Website: www.mtlebanon.org (click on magazine link)

Email: smorgans@mtlebanon.org (preferred)

Contact: Susan Morgans, Public Information Officer, Editor in Chief

Mt. Lebanon Magazine is an 80-page magazine published 10 times a year by Mt. Lebanon's municipal government. It is a full-color magazine that has won numerous Golden Quill Awards from the Press Club of Western Pennsylvania. They are located in the heart of Mt. Lebanon, one block from the T station.

They are looking for candidates with communications/public relations background who can help with the following:

- Media contacts and news releases
- Special events
- Researching and writing magazine articles
- Setting up photo shoots
- Working on flyers and brochures
- Planning promotions

Candidate should be a junior or senior with good writing, verbal communication, telephone and computer skills, with creativity and enthusiasm.

Pittsburgh Sports Report, Inc.

3 South Linden Street

Duquesne, PA 15103

Phone: 412-469-9770

Fax: 412-469-9847

Email: tdefazio@psrpt.com

Website: www.pghsports.com

Contact: Tony DeFazio, Editor

Pittsburgh Sports Report, Inc. publishes three periodicals: *The Pittsburgh Sports Report* (a monthly sports newspaper), *KidSports Magazine* (a monthly magazine for the parents of young athletes), and *Keystone Recruiting* (an email newsletter that covers college football and basketball recruiting). They are also in the process of launching a web site that will cover Pennsylvania high school sports.

The intern will research stories, conduct interviews both over the phone and in person and author stories for all of their publications. He/she will aid in the copy editing of all publications, write on deadline and attend sporting events and press conferences. Interns for PeSR must be able to work independently and must be comfortable interacting with sources over the phone. There will also be a minor amount of office work to be done (mailings, etc) -- but most of the work will be directly related to internet research, conducting interviews, identifying and locating sources, and writing stories.

The Bulletin

5149 Penn Avenue

Pittsburgh, PA 15224

Phone: 412-441-6950 ext.13

Website: www.bloomfield-garfield.org

Email: bulletin@bloomfield-garfield.org

Contact: Paula Martinac, Editor

The Bulletin is the community newspaper of Pittsburgh's East End. It has been published since 1975 by the Bloomfield-Garfield Corporation (BGC).

Intern duties:

- Responsible for two articles (news or feature) per issue - research, interviewing, writing approved by and under direction of the editor.
- Assist editor with digital photography, photo editing, and page layout.
- Assist with copyediting, proofreading, and other editorial and administrative tasks.

Intern qualifications:

- Strong research, writing, communication, and grammar skills
- Interest in local community issues; familiarity with East End a plus
- Ability to meet deadlines; good follow-through
- Some newspaper, newsletter, or magazine experience helpful, but not required
- Ability to work approximately 6 hours a week
- Preferred majors: journalism/communications, English, political science, history, any interdisciplinary studies; but all will be considered

Bulletin internships are available in the fall and spring terms.

WQED's *PITTSBURGH Magazine*

4802 Fifth Avenue

Pittsburgh, PA 15213

Phone: 412-622-1350

Fax: 412-622-7066

Website: www.wqed.org/mag

Email: interns@wqed.org or jargenas@wqed.org

Contact: Jason Argenas, Human Resources Specialist

Highly motivated interns will learn about the editorial process by fact-checking each month's stories before they go to print in PITTSBURGH magazine, Pittsburgh Weddings, Pittsburgh Home + Garden and City Guide. Interns will hone reporting skills through fact-checking by contacting sources over the phone and will research facts using reference material and by speaking with local experts. Other responsibilities include writing at least one article for publication (depending on the interest and initiative of the intern), attending some Pittsburgh magazine events and completing some administrative tasks.

A great publication, but what they really want are fact-checkers. There are a lot of interns there (some are college graduates) and our intern had trouble getting writing assignments.



sites at Pitt

Graduate School of Public and International Affairs (GSPIA)

3601 Posvar Hall
230 S. Bouquet St.
Pittsburgh, PA 15260
Phone: 412-624-6660
Fax: 412-648-2605
Web: www.gspia.pitt.edu
Email: jmh73@pitt.edu
Contact: Jean Hale, Director of Alumni Relations & Development

Here's a great opportunity for students planning a career in the public sector. GSPIA would like help with interviewing faculty, students and alumni and writing their stories for Web publication; creating a new faculty advising manual; revising and updating student handbooks; and writing for their accreditation report.

JURIST

University of Pittsburgh School of Law
Pittsburgh, PA 15260
Phone: 412-648-2360
Website: www.jurist.law.pitt.edu
Email: hibbitts@law.pitt.edu
Contact: Bernard Hibbitts, Publisher & Editor-in-Chief

Thinking about a future in law? JURIST is the legal education portal at Pitt's Law School. The internship has a journalistic focus and you will work with Paper Chase, the only law-school-based legal news service in the country. While you will get LOTS of experience writing news summaries, you will not do other types of writing. You must "try out" to be accepted. The three students who have interned there were thrilled to have a lot of law-related bylines.

Medical and Health Sciences Foundation

University of Pittsburgh/UPMC
Medical Arts Building, Suite 400
3708 Fifth Ave.
Pittsburgh, PA 15213
Phone: 412-647-4249
Fax: 412-647-8730
Email: akellie@pmhsf.org
Contact: Kellie S. Anderson, Director of Corporate and Foundation Relations

The Medical and Health Sciences Foundation (MHSF), works closely with members of the community and former patients who wish to help further the critical work of the physicians and researchers of the University of Pittsburgh Medical Center and the University of Pittsburgh's six health science schools.

The writing intern will have the opportunity to work with both the communications team and the corporate and foundation relations team at the MHSF. The communications team creates and manages electronic and printed communications materials in support of the development efforts of the University's health science schools and UPMC. The corporate and foundation relations team coordinates all aspects of grant-seeking including identification of funding opportunities and preparation of letters of intent, grant proposals and stewardship reports.

The ideal candidate for the MHSF writing internship must have the following qualifications and skills:

- Ability to communicate effectively, both orally and in writing
- Ability to handle multiple tasks with good follow through, attention to detail and focus on quality work
- Proactive team player able to work both independently and collaboratively within a small staff and fast-paced environment
- Proficiency in Microsoft Office Suite
- Design experience and knowledge of Adobe Creative Suite a plus
- Scientific background a plus

Duties of the writing intern will include:

- Writing, editing, and proofreading solicitation letters, articles and other communication vehicles
- Interviewing donors and writing profiles to appear in newsletters and on web sites
- Creating preliminary designs for programs, newsletters, and post cards
- Writing Web copy
- Writing, editing and proofreading letters of intent, grant proposals, and stewardship reports

University of Pittsburgh Office of Child Development

400 N. Lexington Avenue

Pittsburgh, PA 15208

Phone: 412-244-7089

Fax: 412-244-5425

Website: www.education.pitt.edu/ocd

Email: jeannee@pitt.edu

Contact: Jeanne Taylor, EHS Family & Community Partnerships Coordinator

This is a great internship if you are planning on working in educational policy. Our intern wrote public awareness pieces, booklets and a state-level PowerPoint presentation.

University of Pittsburgh Office of Institutional Advancement

200 South Craig Street

500 Craig Hall

Pittsburgh, PA 15260

Phone: 412-624-5830

Fax: 412-624-3911

Website: www.giveto.pitt.edu

Email: michele.aldrich@ia.pitt.edu

Contact: Michele Aldrich, Communications Associate

Our students who have interned there had an opportunity to learn a lot about how a large university raises money. They wrote articles for the magazine, interviewed alums, produced fundraising letters and wrote grants and proposals.

Pitt Magazine

University of Pittsburgh

Office of Public Affairs

400 Craig Hall

Pittsburgh PA, 15213

Phone: 412-624-4147

Fax: 412-624-1021

Website: www.umc.pitt.edu/pittmag

Email: cjh3@pitt.edu

Contact: Cara Hayden, Senior Editor

Pitt Magazine is the flagship publication of the University of Pittsburgh, a magazine with a Pitt focus but a national interest, going out to 235,000 readers on a quarterly basis. Interning with *Pitt Magazine* is largely a creative experience. Interns are expected to produce high-quality stories for the publication in a range of areas (science, art, sports, books, alumni interest, etc.) and in the magazine's signature narrative style. Writing is the primary responsibility for the intern, but others include proofreading, fact-checking, photo research and possibly some small amount of administrative work. The intern typically, over the course of a semester, witnesses and participates in all aspects of the magazine's editorial and production processes. The intern is expected to maintain a consistent in-office schedule of approximately 15-20 hours per week. Ideally, the intern will finish with a solid understanding of the workings of a magazine, as well as a good portfolio of clips to help build a career in magazine writing and/or editing.

Teaching Times

University of Pittsburgh

CIDDE

820 Alumni Hall

Pittsburgh, PA 15213

Phone: 412-624-6596

Fax: 412-624-7720

Past issues: www.pitt.edu/~ciddeweb/teachingtimes

Email: dearment@pitt.edu

Contact: Carol DeArment, Editor and CIDDE Senior Instructional Designer

Teaching Times is a publication distributed to the entire faculty at the University of Pittsburgh. They publish one issue in the spring semester featuring interviews with faculty relating to effective teaching and learning at the University. *Teaching Times* is published 3 times each year, during the Spring, Fall, and Summer terms.

As a writer for the publication, an intern will interview faculty and work in the process of drafting, writing and editing articles. Interns interact with faculty as well as help in the conception of a theme for upcoming issue.

University of Pittsburgh Women's Studies Program

2208 Wesley W. Posvar Hall

Pittsburgh, PA 15260

Phone: 412-624-6485

Fax: 412-624-6492

Website: www.pitt.edu/~wstudies

Email: jcarr@pitt.edu

Contact: Jean Ferguson Carr, Director

The Women's Studies Administrative Internship is an excellent opportunity for students with an interest in media and document design. Each semester, one intern will work with the Director of Women's Studies to create the once-a-semester Women's Studies Newsletter (including taking photographs of events, soliciting copy, assisting with graphics work and document design, assembling copy, proofing copy).

PPW Program/The Writing Center

English Department

526 Cathedral of Learning

4200 Fifth Avenue

Pittsburgh, PA 15260

Phone: 412-624-5661

Fax: 412-624-6639

Website: www.pitt.edu/~ppw

Email: jgrace@pitt.edu

Contact: Jean Grace, Director

We need interns too! Candidates must be good writers, have initiative, and have a proven track record of responsibility and self discipline. The ability to use Adobe InDesign is very welcome. The work includes writing articles for newsletters, conducting interviews, editing articles written by others, planning events, doing clerical work, and planning advertising and promotion. 15 hours a week with flexible scheduling for 3 credits. You must be registered in the PPW program in order to register for this internship.