



## Company Overview

**Curley & Pynn Public Relations Management – The Strategic Firm®** is a top Orlando-area agency for organizations and their leaders who recognize the importance of strategic, ethical and impactful communication. For more than three decades, Florida’s leading brands in economic development, energy, health care, higher education, hospitality, finance, technology and tourism have turned to us for strategic advice, trusted counsel and total public relations program management.

*Five Steps to Professional Success* power our ability to become essential partners to our clients:

- Focus on What Keeps the Client Awake at Night
- Analyze the Big Picture, Not Just the Snapshot
- Bring Our Clients Solutions, Not Problems
- Anticipate ... Don’t Wait to Be Asked
- Accept Total Responsibility and Be Accountable for Everything You Do

We also believe in five core values that define who we are as a team. The professionals we employ are expected to represent Curley & Pynn and our clients by exhibiting these values:

- **Integrity** – We do the right thing even when no one is watching and work only with teammates and clients who do the same.
- **Trust** – We celebrate longstanding relationships with clients and teammates who know we always have their back.
- **Family** – We are fiercely loyal to each other and passionate about our right to have fun in the office and lives outside of it.
- **Excellence** – We employ the best and demand nothing but the best from ourselves.
- **Leadership** – We lead by example in our profession, in our community and in the industries in which our clients do business.

Curley & Pynn’s office in Maitland is open Monday through Friday, 8:30 a.m. to 5:30 p.m. We are committed to our team’s career development and have a history of promoting from within.

Benefits of employment at Curley & Pynn also include:

- Hybrid work schedule, with the option to work remotely on Thursdays and Fridays.
- Three weeks of vacation time available from Day One, flexibility with personal appointments and shorter workdays on Fridays.
- Casual office dress code requiring employees to “dress up” only when appropriate for scheduled meetings and events.
- Professional development benefits, including company-sponsored professional association dues and meeting expenses.
- Supportive environment where success is celebrated and growth is nurtured.
- Birthday and work anniversary celebrations, gift card giveaways, well-planned pranks and occasional dance breaks.

## **Job Summary – PR Intern**

Curley & Pynn’s internship is an ideal experience for student leaders and recent graduates who seek to apply their knowledge of public relations and marketing communications strategies and tactics in a real-world setting.

Interns report to Curley & Pynn’s communications specialists and communications strategists who direct assignments while fostering a supportive, constructive mentoring relationship.

## **Responsibilities**

Intern responsibilities may include:

- Writing news releases, editorial and newsletter articles
- Online and traditional research
- Coordinating and staffing special events
- Developing media lists, pitching and documenting press coverage
- Brainstorming concepts and developing content for marketing collateral

Interns are expected to be self-starters and take initiative. This requires:

- Writing effective copy devoid of spelling or grammar errors;
- Conducting outreach as necessary through email and phone calls, and proactively reporting results; and,
- Completing assignments on time and maintaining accountability for how their time is spent on behalf of clients.

## **Experience**

Ideal internship candidates are juniors or seniors in a public relations or related degree program at their university, or recent graduates who have earned a degree in public relations or a related field within the last six months. Applicants must have prior internship experience; agency internship experience is preferred.

## **Compensation**

Interns are compensated at an hourly rate of \$12 for hours worked above time required for school credit. Those not earning credit receive the hourly rate of \$12 for all hours worked.

## **Schedule**

A weekly internship schedule totaling up to 20 hours will be determined upon hiring.