

# **Fashion PR Intern (West Hollywood CA)**

Dell et Ruhs Public Relations, a boutique fashion PR agency in West Hollywood, is seeking an intern (college credit preferred) for the fall semester to assist in all PR services. Dell et Ruhs is an excellent platform for growth and interns will receive hands-on experience in the field. We are looking for one or two interns that will really impress us and seize the opportunity for growth in this industry.

The position will consist of the following duties:

- Updating and managing database of media contacts
- Pitching editorial product placement and contacting editors, stylists and publicists regarding contemporary designer clients.
- Packaging gifts, loans and other shipments for editorial and celebrity outreach.
- Writing press releases, bios and other press materials pertaining to clients.
- Assisting in event production including possible runway show, trunk shows and sample sales.
- Managing showroom, including tracking samples and documenting all product for gifting and loans.
- General office duties such as answering phones, greeting visitors and scheduling.
- Researching specific projects and searching for media placements of clients.

The candidate must be:

- Junior or senior standing (please don't apply if you are a freshman or sophomore or have are not currently attending college)
- Reliable, upbeat, friendly and able to work under pressure and multi-task
- A fast learner who is willing to go above and beyond
- Must have working knowledge of Microsoft Office programs, working knowledge of Mac computers
- Excellent communication skills
- Must submit a resume and cover letter

For more information on Dell et Ruhs, please visit [www.DelletRuhs-PR.com](http://www.DelletRuhs-PR.com). Intern start date approximately August 17 or 24 - ASAP.

\* Please note - if you do not submit both a resume and cover letter, and are not of Junior or Senior standing, your application will not be considered. No phone calls please.

- \* Location: West Hollywood CA
- \* Compensation: College Credit
- \* This is a part-time job.
- \* This is an internship job

- \* Principals only. Recruiters, please don't contact this job poster.
- \* Please, no phone calls about this job!
- \* Please do not contact job poster about other services, products or commercial interests.