

Please Note: This is an unpaid internship however eligible candidates may receive college credit

Times Square Alliance, founded in 1992, works to improve and promote Times Square. In addition to providing safety and sanitation services, the Alliance coordinates many major events in Times Square, including New Year's Eve, Valentine's Day, Summer Solstice, Taste of Times Square, and Broadway on Broadway. It also manages the Times Square Museum and Visitor Center, and advocates on behalf of its constituents with respect to a host of public policy, planning and quality-of-life issues.

We are currently seeking a highly motivated communications intern to help us improve and promote Times Square, cultivating the creativity, energy and edge that have made the area an icon of entertainment, culture and urban life for over a century.

The communications intern will support the Communications Department staff in its efforts to publicize the Times Square Alliance events and its initiatives. Responsibilities will include news clip organization, building a digital archive, data entry, media relations, helping draft press releases, historical research, and updating the website.

The Intern will also be supporting the Communications Department staff on various projects and at events as necessary. This includes executing an array of day-to-day tasks to help document Alliance activities through photography, videography, and social media.

Qualifications/Skills:

- Excellent written and verbal communication skills
- Web savvy, able to efficiently perform web searches
- Strong administrative and organizational skills
- Attention to detail
- Self-starter who works well independently and with a team
- Comfortable preparing databases in Excel
- **Salesforce knowledge a plus**
- Comfortable interacting, via the phone and in person, with the press, businesses and the public
- **Videography and editing experience a plus**
- Minimum of 15 hours/week

Candidates must provide a writing sample along with their resume and cover letter. In your cover letter please include your ideal start and end dates and what days you are available to work. Candidates that do not provide a cover letter, resume, and writing sample will not be considered.

Interested candidates please send cover letter, resume, and writing sample to:

Times Square Alliance

1560 Broadway, Suite 800

New York, NY 10036

Attn: HR – COM – Communications Intern – January 2013

E-mail: [hr@timesquarenyc.org](mailto:hr@timesquarenyc.org)

Fax: 212-768-0233