

Job Description

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| Job Posting Title | Public Relations Undergraduate Intern, Lucasfilm, Summer 2015 |
| Job Description | <p>At Lucasfilm, we're in the business of telling great stories and making magic. We produce really cool films, video games and television programming. Founded by visionary filmmaker George Lucas in 1971, Lucasfilm was acquired in December 2012 by The Walt Disney Company, a leading diversified international entertainment and media enterprise. We still create amazing visual effects and sound design and we market, distribute and license our products and services around the world. We're constantly striving to push the envelope.</p> <p>The Public Relations team currently has an exciting opportunity for an undergraduate student to work as an intern this summer supporting the legendary Lucasfilm franchises. The intern would gain first hand knowledge of what it takes to successfully communicate and promote upcoming movie releases and our overall public relations strategy.</p> |
| Responsibilities | <p>The Public Relations Intern will be responsible for, but not limited to, the following:</p> <ul style="list-style-type: none">• Organize PR files on past and present productions, both physical and digital• Create and maintain a news clippings database – print, TV, online• Create and maintain a master Press Contact Database• Help coordinate press events, toolkits & talent-handling for upcoming conventions: Comic-Con, D23, etc.• Become acquainted with Lucasfilm's location and building and help with tours for outside guests and VIPs• Assist with presentation prep on PowerPoint & Keynote• Assist with the planning and execution of corporate events and communications• Organize and maintain storage/swag rooms• Coordinate the acquisition of special gifts for VIPs and Make-A-Wish guests• Respond to fan mail and assist with mailing packages• Coordinate meeting scheduling—Reserve in-house theater and dining rooms, etc.• Make copies and additional tasks when needed |
| Basic Qualifications | <ul style="list-style-type: none">• Proficient in Microsoft Office Suite, Apple Keynote and database management• Strong Communication Skills: Comfortable and professional communicating via phone and email• Inquisitive, anxious to learn and does not shy away from "grunt work"• Fully available between May - August 2015 to work for 12 weeks during standard business hours as well as flexibility to work events as required• Ability to provide own housing and transportation in the San Francisco, CA area• A cover letter explaining your interest in the position |
| Preferred Qualifications | <ul style="list-style-type: none">• Interest in film• Social media savvy• Keeps up with entertainment news |
| Required Education | Candidates must be currently pursuing a Bachelor's degree in Communications, Public Relations, Media, Marketing or related degree or recently graduated within the past 6 months (August 2014 or later). |
| Job Posting Industries | Movies |

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| Additional Information | Lucasfilm is an equal opportunity employer. We believe that creating a diverse workplace helps us attract the best talent and foster creativity. |
| Internship Program Type | Professional Internship |
| Primary Location-City | San Francisco |
| Primary Location-State | CA |
| Primary Location-Country | US |
| Auto req ID | 237034BR |