



Intern Program FAQs

WHAT ARE WE LOOKING FOR?

Primarily journalism, communications or media majors with some writing/PR/journalism experience.

EXPECTED HOURS?

20-30 hours a week (This allows you to attend school or work a part-time job while interning with us.)

WHAT ABOUT PAY?

Our interns are paid a very competitive hourly wage. We also encourage our interns to earn course credits.

WHAT DO PIERPONT INTERNS DO?

A key account person will work directly with you to supervise your work, although you will work with as many team members as possible for exposure to many facets of the firm and the PR business.

1. **Attend Meetings** (This sets Pierpont apart from most intern opportunities). You will have opportunities to attend new business, sales & client meetings, internal training meetings, and team brainstorming sessions to observe and learn.
2. **Support client accounts** – Pierpont interns are expected to support teams on various accounts, which includes fundamental public relations activities, such as research, maintaining clips files, and compiling and qualifying media lists, as well as more advanced activities, such as media pitching, event planning and writing.
3. **Service pro bono accounts** – Our interns are encouraged to take ownership of a Pierpont pro bono account with account staff supervision and assistance. Interns are responsible for the day-to-day account activities for pro bono clients and are given the opportunity to experience what it's like to handle an account from start to finish.
4. **New business outreach** – New business is a part of every Pierpont employee's job, from the interns to the owner. Pierpont interns are given the opportunity to learn about the process of garnering new business at an agency and often actively participate by identifying prospects, drafting sales letters, attending networking events and preparing presentations.

WHAT IS EXPECTED?

We expect you to treat the internship like you would a professional position. You are more than just an intern – the team will grow to depend on you and your talents. We prefer that you keep a regular schedule; if you're sick or have an upcoming exam, call in advance to let us know. If your school schedule changes, we can always adjust your work schedule. We prefer that you work three consecutive days if possible, because this will help you complete projects without interruptions.

WHAT ARE WE LIKE?

Founded in 1987, Pierpont Communications is a strategic communications firm that works to help our clients gain recognition and grow through powerful media exposure, strategic investor relations, dynamic marketing and interactive campaigns. Pierpont Communications is one of the fastest growing public relations firms in the southwest with offices in Houston, Austin and now Dallas. Known for achieving big results for companies of all sizes, Pierpont is one of the largest independently owned public relations firms in Texas. Visit www.piercom.com to learn more.

We're fun, supportive and team-oriented, with a senior management group. If you do a good job for us, we will provide a letter of recommendation at the end of your internship. If you have a hot job prospect, we will put in a positive word to a potential employer for you. As time permits amidst your account work, you can send a resume or two from the office. Also, we sometimes receive word from other firms and companies that have positions open and we will share this information with you.

WANT TO JOIN THE PIERPONT DALLAS TEAM?

If you want to be a part of a great public relations team, e-mail your resume and a cover letter listing available interview and start dates, what you are seeking in an internship and the days/months you can intern to Kerri Fulks, director of Pierpont Dallas's intern program, kfulks@piercom.com. We are now looking for Spring Semester 2009 interns – our decision will be made mid-November for the Spring semester so applicants are encouraged to send us their information now.