



MINNESOTA TIMBERWOLVES  
600 FIRST AVENUE NORTH  
MINNEAPOLIS, MN 55403

P 612 673 1600

## MINNESOTA TIMBERWOLVES PUBLIC RELATIONS INTERNSHIP

### JOB DESCRIPTION

**Title:** Public Relations Intern

**Department:** Public Relations

**Type:** Part-time/15-20 hours per week, Oct-April

**Compensation:** Unpaid internship; College Credit Required

**Application Deadline:** September 18

**Start Date:** October 16

**General Statement of Duties:** Exciting opportunity to work in the NBA! The Minnesota Timberwolves seek energetic, can-do interns to aid members of the public relations department with implementing the department's strategies and objectives for the NBA team. Intern candidate must receive college credit for internship.

Responsibilities in the fast-paced environment to include, but not limited to, the following: monitoring media coverage, filing and recording press clippings, working Timberwolves home games, assisting with team's community news program and other public relations department projects as needed.

### Areas of Responsibility:

1. Monitor and record local media coverage.
2. Search all print media for Timberwolves content, distributing to staff and updating player/personnel files.
3. Participate in Timberwolves game-day in-arena media setup.
4. Assist with game-night media hospitality and media room supervision.
5. Write periodic feature articles for Timberwolves publications.
6. Provide media and teams with statistical and press content.
7. Produce and deliver visiting team media packets.
8. Deliver content for team's community newspaper program.
9. Write press releases.
10. Write articles and updating content for [www.timberwolves.com](http://www.timberwolves.com).

### Qualifications:

Demonstrated organizational skills; Able to multi-task under time constraints; Familiarity with Microsoft Word and Excel; Ability to work with a wide variety of people; Strong writing & communications skills necessary; Communications major (public relations, journalism, etc.) preferred; Must be at least a college junior.

### Please submit a resume to:

[hr@timberwolves.com](mailto:hr@timberwolves.com)