

Public Relations Writing

Programs & Communication - Public Relations

Compensation: \$2,000.00 stipend

Application deadline: August 7, 2026

The Mississippi Department of Archives and History (MDAH) is seeking a motivated and detail-oriented student to join the Public Relations section of the Programs and Communication Division as a Public Relations Writing Intern. This internship offers hands-on experience in public relations, marketing, and communications within a statewide cultural agency. The intern will help tell the stories of Mississippi's history by creating engaging written content that promotes MDAH programs, collections, exhibitions, and initiatives.

Working alongside the Public Relations team, the intern will develop content for a variety of audiences and platforms while gaining practical experience in strategic communications, media relations, and digital storytelling. The intern's work may be published on MDAH's website, social media channels, newsletters, and other agency publications.

Primary Responsibilities:

- Research, write, and edit news stories, feature articles, and promotional content highlighting MDAH programs, exhibitions, acquisitions, and special initiatives
- Produce copy for the MDAH website, social media platforms, email communications, and other digital and print marketing materials
- Draft and edit news releases, media advisories, and other public relations materials
- Attend MDAH events, including History Is Lunch (HIL), Gallery Talks, special presentations, genealogy workshops, Sunday Screenings, exhibit openings, and other public programs—to gather information, conduct interviews, and produce event coverage
- Assist with media management by maintaining media lists, organizing press materials, and supporting outreach efforts

Required Qualifications

- Currently enrolled in an accredited bachelor's or master's degree program, preferably in journalism, English, communications, public relations, or a closely related field.
- Excellent written and verbal communication skills, with strong attention to grammar, style, and detail.
- Ability to research information and translate it into clear, engaging content for public audiences.
- Strong organizational skills and the ability to manage multiple assignments while meeting deadlines.
- Experience in a professional, academic, or student media setting is preferred.

Time Commitment:

This internship spans from September 14 to December 4, with a requirement of 140 in-person hours at our Jackson, Mississippi campus. Working hours are flexible, Monday through Friday, between 8:00 a.m. and 5:00 p.m. This intern will be required to work some after hours and weekend events. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by August 7, 2026.

For more information, please contact Meredith Kent, HR Programs Manager, at (601) 576-7304 or mekent@mdah.ms.gov.