



**Position:** Public Relations Intern

**Company:** RightsFlow Inc.

**Location:** New York, NY

**Website:** [www.rightsflow.com](http://www.rightsflow.com)

RightsFlow is a leading provider of a music-licensing and royalty payment technology platform for online music services, record companies, distributors and artists. The company specializes in obtaining bulk mechanical, DPD, and ringtone licenses including streaming, tethered, and limited downloads rights. The proprietary "FLOW" system developed by RightsFlow allows them to license, account, and pay royalties on behalf of clients quickly and accurately while ensuring rights-holders are paid for the use of their material. RightsFlow services over 1,500 clients for mechanical, DPD and interactive streaming licensing and is headquartered in New York City.

The ideal candidate is someone with a passion for music publishing and the music industry. Preferred majors include business, music and journalism. The successful candidate will be responsible for assisting the operations department and will work directly with the Director of Public Relations. This is a great opportunity for a student to valuable gain insight and experience in a fast-paced, creative environment.

**Key Responsibilities:**

- Work directly with the Director of Public Relations coordinating press releases, speaking engagements and other promotional events
- Build and organize media lists, blog outreach, and other social media outreach.

**Required Experience:**

- Enrolled student (MBA or MA preferred)
- Required three days a week (10 am – 6pm), (more preferred)
- Strong administration skills and attention to detail
- Knowledge of Microsoft Office
- Web Design (preferred)
- Ability to thrive in a startup environment

This position is for college credit ONLY.

**Contact** – Please email your brief cover letter and resume to Gideon at [gideon.kalischer@rightsflow.com](mailto:gideon.kalischer@rightsflow.com)