

Forbes Tate Partners Internship Application

Insights

Summer 2024

About Forbes Tate Partners

Forbes Tate Partners (FTP) is a full-service public affairs consultancy specializing in bipartisan federal and state government relations, strategic communications, grassroots and grassroots advocacy, issue campaigns, and corporate development. As a mid-sized firm, we have the breadth and depth of personnel and experience to manage a portfolio of over 100 clients, but also the flexibility to provide our clients with attentive and highly personalized support.

FTP offers robust audience insights to help develop and execute campaigns and measure progress toward success. From campaign planning to message development to execution – and every step in between – there are more opportunities for insights and measurement than ever before. Everything we do is oriented toward direct decision-making that helps advance our clients' goals. We recommend and conduct research only when we are confident that additional insights will be directly actionable and useful. Our team uses a full suite of tools and approaches, including qualitative and quantitative opinion research, social and earned media analysis, and advanced campaign analytics to be sure that you target the right audiences with the best message delivered most effectively. If a campaign tactic is working, our insights help improve it — and if it's not, our findings inform our course corrections.

Program Description

Our insights practice is expanding rapidly and offers a broad array of work opportunities. Interns will receive guidance and mentorship from the insights team throughout the program. Responsibilities may include:

- Presentation development and data visualization.
- Summarize and outline findings following focus groups, polls, or other data analysis to help clients and colleagues understand and apply research findings.
- Contribute to the development of media analysis, survey design, and focus group facilitation.
- Assist with coordinating details for focus groups and managing fielding of polls.
- Conduct media tracking by following events and stories close to our clients and colleagues.
- Develop and understand media measurement, opinion measurement, and how it correlates to campaigns and initiatives.

Summer 2024 Program Details

- Start Date: May 20, 2024
- End Date: August 9, 2024 (flexible)
- Schedule: Monday through Friday, 9am to 5pm ET. Must be able to work 32-40 hours per week.
- Salary: \$17.00/hour
- Location: **This internship is based in Washington, DC.** Interns will work from the FTP office Monday-Wednesday and work from home Thursday-Friday.

Qualifications

Ideal applicants have experience in media, communications, federal government, or public policy. They must have a keen attention to detail and exceptional writing abilities and interpersonal skills. Political experience, including work on Capitol Hill, within the executive branch, in-state/district offices or political campaigns, is preferred.

To Apply

Interested candidates should send resume, cover letter, and two professional writing samples (three pages maximum per sample), to Internprogram@forbes-tate.com, with the subject "Internship Program – Summer 2024". Emails should be addressed to the Intern Program Director. No calls please. Qualified candidates will be contacted for an interview. FTP is an equal-opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Applications will be assessed on a rolling basis until all spots are filled. Incomplete applications will not be reviewed.

Personal Information

Name _____ DOB _____
Address _____ City/State _____ Zip _____
Contact Number _____ Email Address _____

Education

College/University _____ Graduation Date _____
Current Year or Post/Recent Graduate _____ Cumulative GPA _____
Degree Program (ex. Bachelor of Arts in History) _____

Will You Be Taking Classes During This Session (Y/N)? _____ **If yes**, please include your **CONFIRMED** class schedule along with this application. If your schedule is unconfirmed, please note when you will have a final class schedule.

Career Goals (300 words or less):

How Did You Find Out About Our Program? _____
Ex: Our Website, Brad Traverse/Tom Manatos, College, Current or Former Staff Member or Intern (write name), etc.

List any academic and extracurricular clubs and organizations, professional societies, honor societies, etc.:

Earliest Start Date _____ Weekly Availability (ex: Mon – Fri 9am – 5pm) _____

References

Please list two professional or academic references' contact information below (Name, Title, Phone & Email).

