

Intern Project Description

Marketing and Public Relations Intern

Supervisor:

Public Relations and Sponsorship Manager

Objective:

Assist marketing team in daily activities and communication with external audiences, not limited to the media, city-wide concierges, visitor centers, Museum visitors and potential visitors, and group tour operators.

Responsibilities:

Individual will conduct research, write copy, assemble mailings, make photocopies, assist with filing, manage electronic databases, pitch stories to local media, compile press kits, input and track survey data, and assist with other duties as assigned. Individual will also interact with Museum visitors through on-site research and promotional activities.

Qualifications:

Qualified applicants must be strong writers, able to multitask, organized, detail oriented, outgoing, and enthusiastic. Applicants must possess excellent proofreading, research and interpersonal communication skills and be comfortable interacting with visitors.

Dates of Project: Spring 2010 term; (start and end dates flexible)

Time commitment: 14 hours a week; with an additional 4-8 hours on weekends per month.

Application Deadline: We are currently accepting applications for this internship project.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.