

## **Intern Project Description**

Social Media Intern

**Supervisor:** Director of Print and Multimedia Publications

**Objective:** To give students with an interest in museums and history online publications experience with working on the Museum's online publications.

**Responsibilities:** Writing, scheduling, and updating the Museum's various social media accounts including Twitter, Facebook, Google+, Wordpress, Tumblr, Pinterest, Flickr, YouTube, and Vimeo. Creating and sending out mass email communications. Duties may include some writing, research, editing, and proofing. Other duties as assigned.

**Qualifications:** Must be a college junior or senior or graduate student. Interest in online publishing, preferably with experience in working on blogs, social media ,websites, and other online projects. Strong interest in history preferred. Strong writing and communication skills preferred. Preferably an English, Communications, or History, major with strong writing, research, spelling, and verbal skills. Computer experience is important. Ability to work independently.

**Final Product (if any) Expected at the End of the Internship:** The intern will contribute to a variety of online projects and publications.

**Dates of Project:** Spring and/or Summer terms 2012, start and end dates are flexible.

**Time commitment:** 14-35 hours per week; hours must occur during weekdays, during standard business hours.

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

## **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
- provide Twitter and blog accounts if available
- contact information for two references

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.

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