

## **Intern Job Description**

**Organization:** The Children's Museum

**Job Title:** Marketing Communications Intern

**Department:** Marketing

**Stipend:** Unpaid. School credit.

**Dates of Positions:** Year-round availability (but would have to check on the availability of a workstation)

**Time Commitment:** 10-15 hours a week

**Supervisor:** Gillian Hodgen

**Summary of Internship Position:** This position is for a student with strong writing, editing, and communications skills.

### **Duties:**

- Updating media contacts list
- Research advertising opportunities
- Writing press releases
- Writing content for the web
- Researching on-line news media and publicity opportunities
- Proofreading marketing materials

**Qualifications:** Writing sample (press release or new story) must be provided. Intern should be a college student studying journalism or communications.

**Training Provided:** Some training may be available.