Internship Announcement

Position: Marketing and Communications Intern, Spring 2021

Qualified candidates should submit a resume, cover letter, and 2–3 writing samples (social media posts, newsletters, etc.) in one merged document via the link below to apply.

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately 20 hours per week.

Position Summary: MIM seeks an intern to work alongside its creative team on various aspects of marketing and communications for the museum and MIM Music Theater. The intern will work closely with the Creative Department’s marketing and communications specialists.

Position Responsibilities:

- Develop copy for social media platforms, including (but not limited to) Facebook, Instagram, Twitter, YouTube, and LinkedIn
- Assist in the development, writing, and proofing of marketing materials for the museum, MIM Music Theater, events, education, and exhibits (i.e., social media posts, email newsletters, quarterly publication articles, press releases, and paid advertising)
- Assist with social media reports to measure and analyze effectiveness as necessary
- Follow writing parameters and stylistic guidelines consistent with the MIM brand
- Collaborate with team members to ensure consistent, strategic communications to support departmental goals and objectives

Qualifications:

- Current student enrolled in an accredited degree program, or a recent college graduate
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- Able to work both independently and with supervision
- Well organized and able to manage details efficiently
- Able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Excellent research, writing, and proofing skills
- Strong verbal communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Knowledge of Sprout Social or similar social media management system, WordPress, and Google Analytics is a plus but not required
- Previous marketing or communications experience, with a desire to pursue a career in marketing or communications preferred
- Background in music is a plus

**Educational Objectives:**

- Gain professional marketing and communications experience at a world-class nonprofit organization
- Gain experience working with customers (i.e., numerous internal departments and external customers and suppliers)
- Participate in strategy, concept, development, and implementation processes
- Strengthen understanding of successful marketing and communications methods
- Become familiar with nonprofit, specifically museum, administration practices
- Improve writing, interpersonal communication, and time management skills

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https://workforcenow.adp.com/mascar/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=405531&source=CC2&lang=en_US