**Marketing: Reports to Marketing Director**

Applications are due **Sunday, August 28 at 11:59 PM**. Fall 2022 interns will begin the week of September 6.

Applicants should email their resume as an attachment (PDF or Word doc) to careers@spmoh.org and include their desired track name (or names) in the subject line (Ex. Marketing Intern – John Doe Application if applying to one or Archives & Collections Intern / Curatorial/Exhibits Intern Jane Doe Applications if applying to multiple tracks. Please note you can only complete 1 track).

All interns will receive hands-on experience, learning opportunities, portfolio materials, opportunities to meet with Board members (many of whom are prominent members of the community), free admission for 2 to a walking tour during the internship program time period (with reservations) and a free student membership at the successful conclusion of the internship program.

**Overview:**

The Museum marketing intern will assist in all steps of the marketing process, including but not limited to photography, design, content creation, social media, research, marketing materials distribution, strategy, public relations, advertising and more.

**Day-to-day tasks:**

* Research marketing trends
* Design marketing materials
* Ideate, create and write content for the various marketing channels, such as social media
* Distribute marketing materials
* Email marketing
* Promotion for a variety of events and tours offered by the Museum
* Gathering advertising rates and promotional material cost comparisons

**Sample Assignments/Projects:**

* Monthly content creation
* Reaching out for partnership opportunities
* Marketing plan collaboration

**Requirements/Qualifications:**

* Experience with Microsoft Office Suite
* Basic computer proficiency
* Ability to work independently and in a group
* Excellent written and verbal communications
* Interest and basic skills in some kind of design software (Adobe, Canva, etc.)