

Palmer Museum of Art

Internship Description

Title of Internship: Administrative and Marketing-Communications Intern

Dates of Internship: Ongoing Intern Project, offered every term

Hours per week: 8-10 hours per week

Schedule: Shifts can be flexible, depending on class schedules, but applicants must be available between 9am-4pm weekdays and some evenings/weekends.

Staff Supervisors:

Sarah Anne Wharton, Communications Assistant

Heide Port, Assistant to the Director

Brief Description of Internship:

The Marketing-Communications and Admin Intern will work with the museum's communications assistant to develop web-based and social media content and strategies, including creating, scheduling and analyzing posts; submitting information to online calendars; and updating information on the Palmer Museum website. Support print and digital marketing efforts with photographing events and activities at the Palmer for use in communications.

The intern will also work with the Assistant to the Director in coordination of special events held at the Palmer Museum of Art, including scheduling, communication, coordinating support services, and assisting with event planning, setup and implementation. Special projects to include file organization and archival, large mailings, etc.

Qualifications Needed:

- Familiarity with and enthusiasm for social media platforms including Facebook, Instagram and Twitter
- Experience with project/event management
- Proficiency in digital photography
- Comfort with Office 365 and Adobe Creative Cloud applications, especially photo editing software
- Strong written, verbal and interpersonal communication skills
- Strong attention to detail
- Ability to work both independently and within a team
- Genuine interest in art, technology and current events
- Receptivity to feedback

Learning Objectives:

- Gain experience in developing digital strategies and content for marketing, communications and advertising practices
- Learn how to write for social media, especially for non-profit/arts organizations
- Gain experience in event planning
- Become familiar with the inner workings of an art museum and gain familiarity with the processes related to cross-departmental collaboration