

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Jess Berube, Communications Specialist

Department: Marketing and PR

Title of Internship: Marketing

Brief Description of Internship: Work closely with the Communications Specialist to assist with a variety of key tasks supporting the Marketing department, social team and mission of the museum.

ONGOING Intern Project – offered every term

Hours per week: 8-10

Specific Duties: Assist with online calendar submissions, monthly InForm newsletters, PowerPoint creation, and website maintenance. Research industry trends and share with team to inform departmental goals and initiatives. Support various social media efforts and other Marketing-related tasks as needed. Duties may also include conducting informational surveys to visitors during events and programs, or writing media articles.

Qualifications needed:

- Availability (8-10 hours/week) during museum business hours: M – F, 8 am - 5 pm; for special events as needed including Museum Nights and various mornings for tabling at summer Preview sessions at Reitz Union
- Possess excellent writing, communication and interpersonal skills
- Strong attention to detail
- Ability to work both independently and within a team
- Genuine interest in museums, art and current events
- Receptivity to feedback
- Experience or strong interest in communications, marketing/PR or digital engagement
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Familiarity with Constant Contact highly desired, but not required
- Bonus points for basic knowledge of Adobe programs (Photoshop, InDesign, Illustrator)

Learning Objectives for intern: Learn firsthand how the Marketing department of a dynamic leading university art museum operates and thrives. Gain firsthand experience in developing marketing strategies, and effective departmental collaboration. Hone writing skills and acquire professional samples for future outside job opportunities.

Special application instructions for this project:

Samples of marketing-related work such as newsletters, fliers, or contributions to communications plans are highly desired. If experience with organizations has not been acquired, case studies, class work or other polished mock content is acceptable.