**Marketing Internship:**

The Marketing internship is an exciting and unique internship where you can learn the ins and outs of the museum. The Marketing Intern reports to the Museum’s Manager of Marketing and Public Relations and works with the Curator of Public Programs as well as the exhibitions, theatre, and education teams across the Museum. Applicants must be available to work at least 2 days per week (between approximately 10am-3pm). A three month minimum commitment is required. Start/end dates and hours are flexible.

Requirements:

* Working towards or has obtained a Bachelor’s degree in Marketing, Museum Studies, Digital Marketing, Social Marketing or related fields
* Reliability, flexibility, and strong attention for detail
* Able to multi-task and work independently
* Excellent writing and communication skills
* Exceptional organizational skills
* Hi-level proficiency with computer software including Microsoft Office and Photoshop. Knowledge of InDesign and WordPress is helpful but not required.

Responsibilities include but are not limited to:

* Social media marketing for the Museum’s Facebook, Twitter, and Instagram business accounts
* Creating meaningful content for our theatre, events, exhibitions, and collections
* Developing strategies for scheduling content
* Taking photographs around the museum if needed, as part of content to be shared
* Handling of a Not-for Profit, Google Ad-words account: managing and updating posts looking for best keywords and quality scores for keywords
* Comfort in using Google Analytics to create reports for traffic on our website