Publications and Marketing/Communications Internship

Internship Overview:
The Publications and Marketing/Communications Intern will have opportunities for published writing, working with NMWA staff to reach audiences through print, digital, and marketing materials. The Publications Department publishes the three-times-yearly *Women in the Arts* magazine, the museum’s blog, and exhibition brochures and catalogues. The Marketing/Communications Department develops media relationships, strategic marketing plans, museum signage, and other outreach efforts. The departments collaborate to create social media content and onsite collateral materials.

Commitment:
480 hours total. 24–40 hours per week (40 hours preferred). Due to uncertainty regarding the coronavirus outbreak, you may be asked to work at the museum or remotely. Please specify your availability when applying.

Responsibilities:
• Assist with social media initiatives, including the acclaimed #5WomenArtists campaign
• Write regular blog posts
• Help with image rights and other publications issues
• Assist with media advisories for programs, press events, and the museum’s communication efforts
• Write art historical and exhibition-related content for broad audiences
• Assist with the development of the museum’s magazine, including research, writing, and administrative projects as needed
• Track media coverage
• Assist with researching and updating media contact database
• Promote the museum through online community calendars
• Cross-departmental duties as assigned

Preferred Skills & Competencies:
• Background/coursework in art history, English, museum studies, communications, public relations, or marketing
• Polished writing skills
• Strong attention to detail
• Experience writing for a blog or other web content
• Knowledge of Photoshop and/or InDesign preferred but not required
• Comfort in learning new computer programs, such as databases, independently