

## 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). 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