

Natural World Museum Internship Application

Marketing & Media Intern

Title: Marketing & Media Intern
Department: Marketing
General Supervisor: Director of Marketing
Required Availability: Flexible – 9am to 5pm
Hours per Week: 8 (minimum)—20 hours per week

Experience Gained:

- Great opportunity to get involved in the thriving nonprofit community
- Exposure to the world of marketing and online media
- Gain valuable skills in the field of marketing and public relations, media relations, and audience development
- Practice project management skills
- Engage in cultural and community events

Training and Support Provided:

- On-site training with Marketing staff to become familiar with and experienced in all applicable marketing and public relations tasks and responsibilities
- Continued consultation and supervision with Director of Marketing
- Access to resources that help you build your experience in the Marketing, Public Relations, and nonprofit field and support your educational goals

Intern Responsibilities:

- General administrative duties including assisting with the organization of marketing collateral, copying, media correspondence and online outreach
- Track and generate reports on press clippings
- Other marketing duties as assigned
- Work with Volunteer Services as assigned

Qualifications:

- An interest in learning about museum, art, environmental conservation and advocacy, and marketing and public relations work
- Excellent interpersonal skills with the ability to interact with individuals in a diverse environment; good sense of humor
- Excellent writing and editing skills