

## **Intern Project Description**

### **Marketing and Public Relations Intern**

**Supervisor:** Laura Hayes, Marketing Manager

**Objective:** Assist marketing team in daily activities and communication with external audiences, not limited to the media, city-wide concierges, visitor centers, Museum visitors and potential visitors, and group tour operators.

**Responsibilities:** *On-site:* Individual will conduct research, write copy, assemble mailings, make photocopies, assist with filing, manage electronic databases, pitch stories to local media, compile press kits, research leads, input and track survey data, and assist with other duties as assigned. *Off-site:* Individual will represent the Museum at Chicago area events such as festivals, community events and industry trade shows. Individual will be responsible for explaining information about the Museum to potential visitors and doing activities with children.

**Qualifications:** Qualified applicants must be strong writers, able to multitask, organized, detail oriented, outgoing, and enthusiastic. Applicants must possess excellent proofreading, research and interpersonal communication skills and be comfortable interacting with adults and children.

**Dates of Project:** Fall term, 2008; start and end dates of internship are flexible.

**Time commitment:** 14-21 hours per week on weekdays and 4-8 hours on select weekends and evenings for a period of 8-12 weeks.

**Application Deadline:** We are currently accepting applications for this project.

### **How to Apply**

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at the Museum and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.