

## **Marketing/Communications/Public Relations Intern**

Gather information for marketing/public relations assignments. Assist with the Big Houses presence with its online social networks including Facebook and Twitter as well as its website, [thebighousemuseum.com](http://thebighousemuseum.com). Mail marketing brochures and visitor surveys. Assist with media relations and sponsors at events. May work some evenings and weekends. This intern should have completed coursework related to marketing, advertising and/or public relations and should be a self-starter with excellent communication skills, both written and verbal.

### Public Relations Intern Responsibilities

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Assist with mailings, print production
- Create interview preparation materials
- Compile contact lists
- Search for press clippings
- Create or update databases

## **We offer:**

These unpaid internships will add to both your portfolio and resume while at the same time providing a very satisfying experience in a fast-paced, fun environment. Internships are likely to extend depending on desire and performance.

- Great work experience
- Exciting work environment
- Flexible work schedules
- Discounts on Big House Museum merchandise

## **Eligibility**

Terms: Full or part-time for a minimum of 3.5-4 months.

An intern must currently be enrolled in a college or graduate school program, preferably sophomore - senior status. Internships are done on a volunteer basis. The Museum does not offer compensation. Availability to work 10 or more hours a week, up to 20 hours a week during the summer, for a minimum of 8 weeks.

**Stipend:** None

**Contact:** Maggie Reimer, Office Manager

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