



Museum of Science & History

1025 Museum Circle • Jacksonville, FL 32207 • 904.396.6674 • [www.themosh.org](http://www.themosh.org)

## Communications & Marketing Intern POSITION DESCRIPTION

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<b>DEPARTMENT:</b>	Communications & Marketing
<b>IMMEDIATE SUPERVISOR:</b>	Director of Communications & Marketing
<b>STATUS:</b>	College Internship (unpaid)
<b>HOURS:</b>	Minimum 100 hours per semester

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### POSITION PURPOSE:

Communications and Marketing Intern will assist the MOSH Communications and Marketing department with the promotion, web and media presence for the Museum. This may include assisting with press materials, increasing programming and special events presence on the web and social media and attending marketing and promotional events.

### DUTIES AND RESPONSIBILITIES:

- Writing press releases and media advisories and assisting with press inquiries
- Monitoring media for coverage and assisting with media auditing
- Creating and distributing monthly media calendars
- Submitting events to online calendars
- Assisting with the Museum's monthly eNewsletter
- Creating content for social media
- Assisting with website content and updates
- Researching ideas and writing blogs for the Jacksonville Mini Maker Faire website
- Maintaining and updating the database of media contacts
- Assisting with special events, fundraisers and outreach events

### SPECIAL AUTHORIZATION:

Authorized access to all general Museum areas, marketing department office

### QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

#### ***EDUCATION AND EXPERIENCE***

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in marketing, communications or graphic design. Other majors may be considered on a case-by-case basis.

**SKILLS AND ABILITIES**

- Interest in marketing and non-profit communications
- Applies policies and procedures
- Communicates effectively both orally and in writing
- Positive attitude, enthusiastic and outgoing
- Self-motivated and strong work ethic
- People-oriented with strong communication skills
- Proficiency in Microsoft Word/ Excel & Adobe

**TIME COMMITMENTS:**

Interns are responsible for completing the required number of hours set forth by their college or university in order to receive college credit. Interns not receiving college credit for their internship must complete a minimum of 100 hours during the semester for completion of the program.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of Interns assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

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**ACKNOWLEDGMENT**

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

\_\_\_\_\_  
Intern (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern (Signature)