

## **Marketing/ Public Relations- Internship (unpaid)**

The Marketing and Communications Intern for the Fort Worth Museum of Science and History is an integral member of the Marketing team. We're looking for a creative and inventive intern with strong writing skills to play a key role in ensuring the Museum successfully fulfills its mission to provide an extraordinary environment to engage youth and families in learning about science, history and natural history.

The Intern will assist with special projects, media events and public relations duties, as needed. This includes working as part of a creative team and reporting to a team leader. Responsibilities may include development of a marketing campaign, social media calendar, multi-media content, research, media monitoring and preparation of media reports and analytics for distribution to staff.

Working hours per week are flexible, and may include some nights and weekends as events warrant but will not exceed 30 hours per week.

Basic Function and Responsibilities including but not limited to:

Content Development:

- Development of social media calendar and content
- Website updates
- Draft content for various Museum platforms, print and digital
- News releases
- Photography for events and programs
- Production and editing of video for use on Museum website and social media

Media Relations:

- Distribution and tracking of new releases
- Media follow up
- Development of creative story pitches/photo opportunities
- Maintenance of media contact list
- Organization of media clips
- Development of broadcast clip library

Additional expectations & responsibilities:

- Skilled proofreader
- General knowledge of AP Style and content management
- Participation in creative brainstorming sessions
- Regular attendance and professional attire

Qualifications:

The Internship is open to current undergraduates, recent graduates and graduate students with a major in Journalism, Public Relations, Strategic Communications, Marketing or similar discipline. The successful intern will also possess:

- Strong oral and written communication skills with an attention to detail; ability to read and edit communications copy and other related documents
- A comprehensive understanding of public relations and public affairs in the traditional and digital landscapes.
- Strong organizational skills
- Proficiency in Microsoft Office Suite
- Ability to sit or stand for extensive periods of time
- Ability to negotiate local travel

[APPLY FOR THIS INTERNSHIP HERE](#)

**THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!**