

**Minnesota Children's Museum
Internship Position Description**

Position Title: Marketing Intern

Department: External Relations Department

Supervisor Title: Marketing Manager

Classification: Intern, Temporary, Part-time (10-20 hours per week for 12-15 weeks)

Institutional Mission

Sparking children's learning through play.

Position Summary

This position is responsible for assisting the external relations department with various tasks and projects related to marketing and communications at Minnesota Children's Museum.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of a marketing and communications staff member.

% of Time

25% Data management & analysis.

25% Web & social media analytics.

25% Assist with media trade opportunities, cross promotions.

15% Assist with promotional and sales opportunities.

10% Manage Flip cameras, organize and file media clippings.

Knowledge, Skills and Abilities Required

Ability and willingness to work independently.

Ability to work well with people.

Formal education in related field (marketing, communications, journalism or related experience).

Ability to organize time, follow directions and complete tasks in an effective manner.

Skill in coordinating tasks and projects.

Good written and verbal skills.

Ability to interpret and analyze data.

Proofreading, keen eye for detail.

Comfort with speaking on the phone.

Computer skills, including MS Office Suite (especially Word and Excel).

Knowledge, Skills and Abilities Preferred

Experience in one or more of the following (please indicate this experience in your application):

Web 2.0

Video editing

Copyediting

Photography

Graphic design (Illustrator, InDesign)

Training Provided

Intern Orientation

Policies and practices of marketing and communications in a nonprofit cultural institution.