

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

**Position Title:** Public Relations Intern  
**Department:** External Relations Department  
**Supervisor Title:** Marketing & PR Assistant/Public Relations Manager  
**Classification:** Intern, Temporary, Part-time (10-20 hours per week for 12-15 weeks)

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**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 public relations and promotions 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 marketing and communications staff members.

% of Time

25% Assist with the creation and placement of community calendar listings  
25% Copyedit and format content for the Museum various email newsletters  
25% Coordinate the fulfillment of donation requests  
15% Survey coding and database entry  
10% Other duties as assigned

**Knowledge, Skills and Abilities Required**

1. Ability and willingness to work independently.
2. Formal education in related field (marketing, communications, journalism or related experience) and some experience with social media tools.
3. Ability to organize time, follow directions and complete tasks in an effective manner.
4. Skill in coordinating tasks and projects.
5. Excellent written and verbal skills.
6. Computer skills, including MS Office Suite (especially Word and Excel).
7. Comfort with speaking on the phone.
8. Ability to work well with people.

**Knowledge, Skills and Abilities Preferred**

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

1. AP Style writing
2. Copyediting
3. Photography

**Training Provided**

1. Intern Orientation
2. Policies and practices of marketing and communications in a nonprofit cultural institution.