



## External Announcement – Internship Opportunity

**Internship Title:** Community Relations Internship

**Internship Location:** El Pueblo History Museum, Pueblo, CO

Qualified candidates may receive academic credit through their college or university.

**Release Date:** April 2019

**Apply by:** Until Filled

**Desired Schedule:** 10 – 20 hours/week TBD by intern and supervisor.

**Broad Scope of Position:** Join our Community Museums marketing team and gain experience and knowledge of how community relations are conducted at museums. The intern will practice writing communications for the museum, develop communications skills that are effective for social media, online, and print media, and will collect a community events listings list from around the state. During the internship, the intern will work with staff and volunteers at museum events, assist with marketing museum program and events, and identify opportunities to engage various museum audiences. Duties will include:

- Draft press releases for museum programs
- Assist with museum social media
- Draft member communications
- Update museum website
- Attend meetings and participate actively in discussions
- Assist with routine tasks around the museum

The intern will gain experience in communicating with audiences of small and mid-sized museums and have the ability to experiment and develop new techniques in a collaborative and supportive environment.

**Desired Skills & Academic Field of Study:** Familiarity with or willingness to learn Google Suite, Facebook, Instagram, Twitter, and Drupal desired. Recommended for students in Communications, Marketing, English, History, Business, Sociology, Computer Science, or Museum Studies fields.

**To Apply for this Position:** Submit a cover letter and resume to Director of Volunteer Engagement Emily Dobish, [emily.dobish@state.co.us](mailto:emily.dobish@state.co.us).

\*\*A condition of employment is the successful completion of a background check.