



External Announcement – Internship Opportunity

Internship Title: Social Media Internship

Internship Location: Grant Humphreys Mansion, Denver, CO

This position is unpaid. Qualified candidates may receive academic credit through their college of university.

Apply By: September 5, 2019

Start Date: TBD by schedule of intern

Desired Schedule: 10-15 hours/week.

Broad Scope of Position:

Join the Grant Humphreys Mansion intern team! This great site provides a variety of events including weddings, corporate parties, proms, and team building meetings. The selected intern will activate social media accounts for the mansion, including Facebook, Instagram, and Twitter, and identify opportunities to engage new audiences. This internship will provide experience in communicating with audiences of a historic mansion rental venue and the leeway to experiment and develop new techniques. During the internship, the intern will:

- Collect and organize photos of Grant-Humphreys Mansion
- Draft email blasts to Grant-Humphreys Mansion client leads
- Draft blog posts about Grant-Humphreys Mansion for the History Colorado blog
- Assist at Mansion events
- Take photos at Mansion events, post on social media regularly with shout outs to clients
- Identify who should be included in social network and find ways to cross promote whenever possible
- Assist with marketing Mansion programs and events
- Attend meetings and participate actively in discussions
- Assist with routine tasks around the Mansion

Working collaboratively with staff, the intern will practice writing communications and social media posts for a historic site and wedding venue and develop communication skills that are effective for social media, online, and print media.

Desired Skills/Academic Field of Study: Communications, Marketing, English, History, Business, Sociology, or related fields.

To Apply for this Position: Submit a resume and cover letter to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us. **A condition of employment is the successful completion of a background check.