



**Position Title:** Marketing Communications Intern

**Department:** Marketing and Brand Experience Department, in the main AHC building

**Required Commitment Period:** Spring Session: Flexible schedule, minimum of 10 hours weekly; 120 hours total

**Start/End Dates:** January 6<sup>th</sup>—April 7<sup>th</sup>, 2023

**Application Deadline:** December 5<sup>th</sup>, 2022

### **General Description**

The Marketing & Brand Experience team is responsible for promoting Atlanta History Center's diverse set of offerings, as well as maintaining the organization's brand identity and brand voice onsite and online. We are looking for a Marketing Communications intern who is interested in learning more about day-to-day operations of a marketing department at a museum.

### **Key Responsibilities**

- Copywriting for monthly radio ads and e-marketing campaigns
- Assist with blog content development
- Support developing monthly social media calendar
- Proofreading and editing
- Asset management and assistance with updating photo libraries

### **Desired Skills and Competencies**

- Candidate must have proficient understanding of basic technological skills that will allow them to adapt quickly to working with new software resources and platforms
- Currently enrolled in an undergraduate or graduate program
- Strong written and oral communication skills, and strong organizational skills
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity
- Working knowledge of Facebook, Twitter, and Instagram (any previous experience in social media management is a bonus!)

**TO APPLY:** Interested applicants may submit their resume and cover letter to Volunteer Services at [melamin@atlantahistorycenter.com](mailto:melamin@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.