



Position Available

Title: Marketing Intern

Reports to: Communications Coordinator

Compensation: Unpaid; internship must be applicable towards course credit

Hours: 10 – 15 per week

Timeframe: Spring 2019, with potential to extend if credit can be received

Madison Children's Museum is unique among family resources in Dane County. The museum fosters family and community connections, and provides a place where every child can learn through play in a hands-on, interactive environment.

Madison Children's Museum is seeking an enthusiastic and verbally adept **Marketing Intern** to contribute to marketing efforts.

Description: The Marketing Intern will play a key role in supporting daily marketing efforts as well as upcoming special events, including Adult Swim, SummerPalooza and the American Girl Benefit Sale. This is a unique internship, in which a motivated individual will have the opportunity to work with all members of the Marketing Team, gaining insight into several areas of nonprofit marketing.

Duties of the position may include:

- Social media writing and posting
- Updating online calendars and general listings
- Assisting with email marketing and online promotional activities
- Assisting in external communications with clients and/or museum partners
- Other marketing-related projects and special events as needed

Job qualifications:

Enrolled in a college or university pursuing a degree in communications, journalism, marketing, business or a related field. Applicant must have strong computer, writing and organizational skills and be comfortable representing the museum in a marketing capacity. Hours are flexible, but occasional weekend or evening work may be required. Located on Capitol Square, on the bus line. MCM is an Equal Opportunity Employer.

How to apply:

Please send cover letter, resume and three samples of previous communications work (class projects are acceptable). Applicants should also submit three sample Facebook posts and two Instagram posts written in the museum's voice. Send all materials to Florence Edwards-Miller at fedwardsmiller@madisonchildrensmuseum.org.