Position Available

Title: Marketing Intern  
Reports to: Communications Coordinator  
Compensation: Unpaid; internship must be applicable towards course credit  
Hours: 10 or more hours per week, depending on credit and availability  
Timeframe: Spring 2020, 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, Access for Everyone Fundraiser, 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
• Assisting with blogging, maintaining website content
• Updating online calendars and general listings
• Assisting with email marketing and online promotional activities
• Assisting in external communications with clients and/or museum partners
• Curating and organizing online photo galleries for museum
• Building and maintaining the media list
• Photography, including taking pictures for social media
• 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 two samples of previous communications work (class projects are acceptable). Applicants should also submit two sample Facebook posts written in the museum’s voice. Send all materials to Florence Edwards-Miller at fedwardsmiller@madisonchildrensmuseum.org.

Application deadline for the Spring 2020 Marketing internship is Saturday, November 30th, 2019.