

Communications Intern

Located minutes north of downtown Orlando, the **Art & History Museums – Maitland (A&H)** is made up of five museums, including the **ONLY** National Historic Landmark in the Greater Orlando Area. The **A&H** attracts artists nationally who are interested in our residency programs or being featured in our galleries -- from renowned artists like **Milton Avery** and **Stephen Knapp** to cutting-edge local artists like **Boy Kong** and **Nathan Selikoff**.

We are seeking a Communications Intern to help promote the A&H's programs and exhibitions.

Responsibilities

- Research and write content for press releases, promotional pieces and social media
- Ensure calendar listings and website content are accurate and timely
- Design fliers and ads to promote special events and exhibitions
- Assist with the planning and execution of special events
- Support grassroots marketing efforts and outreach
- Maintain tracking reports for social media, press coverage and website analytics
- Other duties as needed

Requirements

- Skilled at a variety of computer programs:
 - Microsoft Word, Excel, PowerPoint and Adobe Acrobat are essential
 - Adobe Illustrator, Photoshop and InDesign are preferable
 - Ability to update and edit Word Press websites also preferable
- Strong understanding of various social media platforms (particularly Facebook, Twitter and Instagram)
- Must be able to work independently with strong verbal and written communication skills
- Preference will be given to individuals who have completed Public Relations Writing coursework

Expectations

The internship is unpaid and a commitment of 12-15 hours is requested. Internships are available Fall 2018 and Spring 2019. Schedule is flexible as some nights and weekend work are required.

Contact:

Jessi VanPelt, Communications Manager
Art & History Museums – Maitland
407.539.2181 x261
jessi@artandhistory.org