

Centennial Web Content Intern Job Description

Department: Public Relations

Intern Title: Center of the West Centennial Web Content Intern

Overview: This internship is designed for applicants interested in local, regional, and national history as it relates to the Buffalo Bill Center of the West's 2017 Centennial year. The individual will work primarily on the development of a special Centennial page on centerofthewest.org to recognize the founders and supporters to the Center's early development. The intern will be responsible for creating content that will rotate regularly throughout 2017 to include the many stories and histories of the Center and surrounding communities. The individual will work with multiple departments, including Public Relations, Buffalo Bill Museum and other Curatorial Departments, the McCracken Research Library, and Information Technology for research and project development.

Level of Responsibility: Reports to Public Relations Department and Information Technology

Specific Duties and Responsibilities:

- Conducts research on Center of the West history to include written and oral histories, photographic archives, and film footage.
- Works collaboratively with departments listed above to develop interpretive focus for the Centennial Web Page.
- Drafts written content and selects images and footage for Centennial Web Page.

Qualifications:

- Enrolled college student with interest in history and preservation, including historic photography and film.
- Strong Microsoft Office Suite skills.
- Strong research and writing skills.
- Ability to adapt content to social media and web platform.
- Good interpersonal and organizational skills.
- This position requires discretion and maturity.