

## **Digital Media Intern Job Description**

**Department:** Public Relations

**Internship Title:** Digital Media Intern (2018)

**Overview:** This internship is focused primarily on digital media including blogging, social media, and e-communications—a very fast-paced part of the Center’s Public Relations Department, especially during the summer season. It also provides an introduction into the varied responsibilities of a public relations/marketing/communications professional in general, and into the non-profit/museum environment in particular.

**Level of Responsibility:** Reports to Acting Public Relations Director and/or Electronic Communications Manager

### **Specific Duties and Responsibilities:**

- Become familiar with the galleries and collections of the Center of the West to gather content for social media.
- Coordinate with PR team to ensure that all communications—whether e-mailed, added to the website, or distributed through social media, and either text, image, or video—have a consistent message.
- Communicate to the institution’s constituencies via social media (daily) and blog post (weekly).
- Monitor daily news reports from Cision, PR’s Cloud-based software.
- Monitor posts on popular travel sites such as TripAdvisor, Expedia, and Travelocity.
- Respond to questions and comments on Facebook and other social media sites.
- Communicate each week by e-mail to area tourism-related businesses regarding the Center’s activities, programs, and news.
- Research, write, and distribute news releases as needed.
- Learn/apply various site analytics such as Google analytics if time allows.
- Attend museum-wide meetings, including regular intern briefings about museum.

### **Qualifications:**

- Currently enrolled in, or have recently completed at least the sophomore level of college coursework in public relations, marketing, communications, writing for business, or similar field.
- Excellent writing skills including syntax, usage, and creativity; please submit writing samples with application.
- Command of Microsoft Office, Internet, and e-mail applications.

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- Command of, and enthusiasm for, social media, especially Facebook, Twitter, and Google+. Preference is given to those applicants with at least one social media account.
- Demonstrated initiative and self-motivation.
- Able to work with minimal supervision.