



3225 Fourth Street, Jackson, MI 49203 • 517.787.2320 • www.ellasharp.org

Marketing Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend or housing is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Marketing Intern. Responsibilities for this position are as follows:

- Assist in marketing efforts of Ella Sharp Museum and Cell Block 7
- Help manage the web presence of both museums, including web sites and social media accounts.
- Draft social media campaigns and see them executed.
- Learn basics of non-profit marketing and industry software.
- Participate in museum festivals, events, and exhibits.
- Other related duties as assigned.

Qualifications:

- Marketing, advertising, public relations, or communications field of study
- Excellent written, spoken, and interpersonal communication skills
- Basic computer knowledge is required
- Applicant must have a positive attitude and able to work with a team

Time commitment:

15-20 hours per week

Monday- Friday

May 14, 2018- August 3, 2018

To apply, email a cover letter and resume to the Volunteer and Membership Coordinator, Jena Smoyer, at jenas@ellasharp.org, by March 30, 2018 at NOON