



PHONE 517-787-2320

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ONSITE 3225 Fourth St, Jackson, MI 49203

MARKETING INTERN

The Ella Sharp Museum is pleased to offer a paid internship opportunity to a passionate candidate working toward a Bachelor's Degree (2 years min.) in related fields to marketing, public relations, advertising and communications.

We are currently seeking a Marketing intern that is interested in gaining exposure to all areas of marketing that includes brand, insight, media, and marketing operations. The intern will support all internal teams and assist in daily marketing, advertising, public relations, and communication efforts at the Ella Sharp Museum.

Responsibilities for this position are as follows:

- Assist in overall marketing efforts for Ella Sharp Museum. This may include but is not limited to print materials, broadcast, website, and social media
- Collaborate with designers, media outlets, and others to produce and manage marketing campaigns for special events, programming, and exhibits
- Update literature and presentation on Ella Sharp Museum website and community calendars
- Maintain brand awareness across all mediums
- Participate in museum festivals, events, and exhibits
- Other related duties as assigned

Desired Qualifications:

- Marketing, advertising, public relations, or communications field of study
- Minimum of 3.0 cumulative GPA
- Excellent written, spoken, and interpersonal communication skills
- Excellent computer knowledge is required
- Detail oriented
- Ability to demonstrate strong leadership and to work collaboratively with others
- Social Media knowledge preferred

Compensation: \$14/HR

Term: 20 hours per week

Duration: April 13 – July 17, 2020

Reports to: Director of External Affairs

How to apply: Please email a cover letter and resume to the Marketing and Communications coordinator, Jena Smoyer, at jenas@ellasharp.org by April 1, 2020.