



Intern Position Description: Marketing Creative

Position Summary

This portion of the position description explains in broad strokes the role. What part of the museum will the role be affiliated with, and general description of overall experience this role will have.

This position will be embedded with Marketing and provide support to our designers and other team members in a creative capacity. The intern will handle a lot of production work, receiving assets or assignments and executing projects as needed. They will most often report to the team's designers, but this may change depending on their background.

Experiences the Internship Will Provide

Short and long term assignments

This is somewhat depending on the specific creative focus on the interns. We have many projects for them to help with and will often tailor the internship to match their background and education. For example, one intern may be heavily focused on design work, while another handles photography or videography.

A sampling of some assignments past interns have taken on:

- Produced public-facing campaign collateral such as web ads, billboards, etc.
- Helped conceptualize and design campaigns.
- Visiting off-site locations with team to help with image and data gathering.
- Taken on weekly photography assignments

Knowledge/Skills/Abilities:

What training will the intern receive

The intern will receive a chance to put their learning to use in a real-world environment. They will refine skills in Adobe programs such as Photoshop, Illustrator, and InDesign. They may also learn and interact with workflows for photography and videography including shooting, editing, and correct tagging and data storage.

Requirements: Working knowledge of the Adobe Creative Suite. A working background in design, photography, or videography as demonstrated by work samples.

Schedule:

Schedule is flexible to accommodate the interns needs. Our team has check-ins every Monday, Wednesday, and Friday morning, and we like to include the intern in at least one of those sessions. Position is in the marketing office at the museum location, but intern may be asked to travel for photo/video opportunities.

Learning Outcomes:

This is often tailored to the specific intern, but in broad strokes, this position offers interns a chance to put the practical creative skills they've learned into use in a real-world setting. It allows them to see how creative decisions are made when dealing with real-world constraints such as time, budget, asset availability, etc.