

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Marketing and Communications **JOB DESC. DATE:** Dec. 2009

TITLE: Marketing and Communications Intern **FLSA STATUS:** Unpaid

SUPERVISOR: Communications Coordinator **SCHEDULE:** TBD

SUMMARY:

The Marketing and Communications department at The Jewish Museum is offering an excellent opportunity for an individual who is interested in Marketing and Communications, who would like hands-on experience with the challenge of promoting a non-profit museum.

As an intern in the department you may be asked to work on a variety of projects that include assisting with public relations, research, website analysis and more. You will be invited to attend department meetings and staff/docent training of exhibitions. A part of the program the intern will also receive a museum identification card that allows for free admission to other museums and various discounts.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS:

- Assist with research and outreach to travel and arts and culture websites re: museum listings and coverage
- Assist with research and outreach to art, photography, culture and design bloggers for fall exhibitions
- Assist with research and outreach to social media sites
- Help build a database of journalists and bloggers

JOB QUALIFICATIONS (including physical requirements):

- B.A. or M.A. candidate with preference given to those with majors or concentrations in Marketing, Communications and Museum Management.
- Strong attention to detail
- Outstanding abilities with regard to written and verbal communications, editing and proofreading
- Strong computer skills with experience using MS Office Suite (Word, Excel, Outlook etc). Photoshop helpful but not required.
- Creative and entrepreneurial spirit

- Excellent people skills – ability to work cooperatively with others at all levels
- Knowledge of art and Jewish culture preferred, but not mandatory

Send Resume with Cover Letter To:

Director Human Resources

The Jewish Museum

1109 Fifth Avenue

New York, NY 10128

Email: interns@TheJM.org

Fax: 212-423-3232

The Jewish Museum is an Equal Opportunity Employer.