



COMMUNICATIONS INTERN

Salary: Unpaid

Reports to: Manager, Public Relations

Position Overview

Assist Manager and Social Media Coordinator in developing and managing public relations, publications and other editorial and administrative duties. This is an excellent opportunity to gain real, hands-on experience in a metropolitan communications department.

About You

You are a self-motivated, outgoing individual with strong writing and communication skills.

Key Responsibilities

- Assist Manager and other senior staff in development of events, campaigns, initiatives and press releases that keep Liberty Science Center in the public eye and provide positive public relations opportunities
- Work with the Manager and other senior staff to create and disseminate press materials
- Assist Communications team in pitching media on various programs and initiatives
- Schedule and monitor onsite videotaping requests for media, including occasional evening, early morning or weekend tapings
- Assist in the writing and taping / production of the hotline and on-hold scripts. Narrate scripts as needed
- Assist with editing and proofreading of brochures and other printed material, keeping Liberty Science Center branding as a central focus
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- Compile press kits as needed, keeping them up to date and with extra copies available at all times
- Assist with research and outreach to social media contacts
- Track department photos, slides, video tapes and clippings
- Assist with website projects and routine updating of pages
- Serve as administrative backup

Preferred Qualifications and Experience

- Must be a friendly, self-starter, creative, and able to plan and develop projects with minimal supervision
- Able to deal professionally with members of the media and understand basic media practices
- Computer literate in MS Word, Excel and internet research
- Must be majoring in English, Journalism, Public Relations, Communications or related field

Work Culture at a Glimpse

Schedule

This is a part-time unpaid position. The ideal candidate must be available to work evenings and weekends as special events require. 15-20 hours per week is required, totaling 200 hours at completion of internship.

Travel

This position may require occasional travel in the greater Metro region.

Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any points in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café, a terrace with stunning NYC views, and on-site yoga.

Physical

While performing the duties of this job, the employee must be able to stand for long periods of time while working with staff on museum floor to prepare for events or fill in for staff on the floor. The ability to lift 30 pounds is required. The position requires frequent visits to the museum floor (walking on concrete floors, climbing stairs, etc) and outdoors (walking on uneven ground, exposed to the elements), tolerating high levels of noise, and extensive public speaking, sometimes in noisy environments.

Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program

To apply:

Please visit our intern page on our website at: <https://lsc.org/index.php?cID=631>. After you apply online, please submit a resume and cover letter highlighting why you are a perfect fit for this position and how it fits within your career goals to intern@lsc.org.

Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.

LSC actively supports Americans with Disabilities Act and will consider reasonable accommodations.

To find out more, visit lsc.org or follow us on Facebook, LinkedIn or Twitter.