



## JOB DESCRIPTION

# MARKETING & COMMUNICATIONS INTERN

**Position Title:** Marketing & Communications Intern **Salary Grade:** Volunteer

**Department:** Communications

**Reports To:** Director, Marketing & Communications

**Position Overview:** Assist Director and Associate Director 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. Don't let this opportunity pass you by!

### **Major Tasks and Responsibilities:**

- Assist Director 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 Director 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.

### **Other Tasks:**

- Track department photos, slides, video tapes and clippings.
- Assist with website projects and routine updating of pages.
- Serve as administrative backup.

### **Experience/Qualifications:**

Excellent written and oral communication skills. 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.

**Requirements:** Computer literate in MS Word, Excel, and in utilizing the Internet. Weekdays, minimum of a four hour shift/day is required. Flexibility to work occasional nights, early mornings and weekends.

### **Education:**

Candidate must be studying Journalism, Public Relations or related field.