



# MUSEUM OF AFRICAN AMERICAN HISTORY



## SEEKING MARKETING/PUBLICITY AND SPECIAL EVENTS INTERN

FALL 2006 AND SPRING 2007

### Marketing and Special Events Intern

Interns will work with the Marketing and Publicity Director on all aspects of publicizing and marketing the 200<sup>th</sup> Anniversary of the African Meeting House. Interns will have lots of hands-on experience, and the possibility to see one of his/her own ideas contribute to the

Museum's Mission.

### Qualifications:

The ideal marketing and special events intern will possess some writing and verbal communication skills, as well as the ability to perform independent research via library and Internet search tools. Other computer skills such as knowledge of Adobe Pagemaker, Microsoft FrontPage is helpful. Some flexibility to attend evening special event programs is desirable. The candidate should also be curious, flexible, and detail oriented. Background in journalism, marketing or African American studies is a plus. We encourage those who are prepared to respond with initiative, while working in a fast-paced environment to apply.

### Duties/Responsibilities:

The Marketing and Membership Intern will work closely with the Director of Membership Services to promote the Museum's exhibits, programs and educational offerings. This will be done through writing press releases and maintaining the press data base, regular visits to area tourist sites to maintain presence of Museum rack cards, and the creation of press kits, press releases, and other media database. Other duties may include editing our quarterly newsletter, assisting with public programs and events, developing relationships with media contacts, and some informal market assessments.

### How to Apply for Internships:

Email resume/cover letter to [tgibbs@afroammuseum.org](mailto:tgibbs@afroammuseum.org). Type "Internship" in the subject heading. Or, fax materials to 617-720-5225.

Internships are work-study negotiable.

### Museum of African American History

Executive Offices:

14 Beacon Street, Suite 719

Gallery and African Meeting House:

46 Joy Street

Boston, MA 02108

Easily accessible by MBTA (Red line to Park Street)