



Communications Intern

The Utah Division of Arts & Museums (UA&M) seeks a dynamic self-starter to assist the Communications Manager in implementing organizational communications and marketing strategies. The Communications Intern will work independently and with a team to fulfill organizational goals and initiatives in fulfilling the division's mission of connecting the people and communities of Utah through arts and museums.

Qualifications

- Excellent written and oral communication and interpersonal skills
- Firm grasp of social media tools and platforms including Facebook, Instagram, etc.
- Completed or working toward a college degree (junior or senior) in a related field (e.g., English, marketing/communications, advertising, or public relations)
- Previous internship or related experience in marketing or communications a plus
- Understanding of the basic principles of public relations and/or marketing
- Computer literate (proficiency with word processing, PowerPoint, Excel; knowledge of Wordpress and/or Adobe Creative Cloud products a plus)
- Genuine enthusiasm for helping create compelling marketing materials for UA&M
- Demonstrated initiative, creativity, and good time-management skills
- Ability to work well both independently and as part of a team

Responsibilities

- Update and maintain UA&M social media presence, including daily monitoring, posting, scheduling, and reviewing analytics
- Help plan, write, and manage e-newsletters as assigned
- Update website using Wordpress as assigned
- Provide input for creative marketing strategies and social media campaigns
- Design event/program fliers, graphics, and other marketing material as assigned
- Create online and print materials as assigned
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Other duties as assigned

Start Date: Winter Semester, 2020

Duration: Minimum of one semester, with possible extension

Hours: 20-25 hours/week, including weekly planning meeting with supervisor

Compensation: \$15/hour, non-benefited

Application Deadline: December 18

To Apply: Please send a cover letter, résumé, and work samples to:

Alyssa Hickman Grove, UA&M Communications Manager / agrove@utah.gov