

BLANTON MUSEUM OF ART INTERNSHIP PROGRAM, FALL 2019

POSITION: Communications Intern
DEPARTMENT: Marketing
REPORTS TO: PR Manager & Social Media Manager
HOURS: 10/week
PAYMENT: Unpaid

DESCRIPTION:

With a collection of approximately 19,000 works, the Blanton Museum of Art is a resource for The University of Texas at Austin and the city of Austin. Through exhibitions, public programming, and educational outreach, the Blanton plays a vital role in the arts and cultural realm in this city and beyond. This internship offers an opportunity to work in the communications team of a dynamic and well-respected art museum. Working closely with the museum's social media and PR managers, the intern will participate in projects that promote and position the museum's collections, exhibitions, programs, and initiatives to a wider public. This internship is a valuable chance to learn more about communications in a nonprofit setting and best practices and trends in the art museum industry, while sharpening writing and other communications skills.

Applicants studying Communications, Media Studies, Advertising and Marketing, Journalism, any majors in the College of Fine Arts, PLAN II, or any majors in the College of Liberal Arts are encouraged to apply.

REQUIREMENTS:

- UT student currently pursuing a degree, or recent graduate
- Excellent writing, editing & proofreading skills
- Proficiency in Microsoft Word & top social media platforms; familiarity with WordPress, Sprout Social a plus
- Creative, motivated & strategic thinker

DUTIES:

The intern's responsibilities include, but are not limited to:

- Compiling press mentions & developing press summary reports
- Tracking/monitoring social media mentions & developing social media summary reports
- Submitting event details to publication event calendars
- Distributing promotional collateral to Austin businesses/organizations
- Drafting content for blogs and social media posts
- Assisting with photo and video shoots
- Other projects related to the interns' skillset developed in concert with supervisory team

TO APPLY, PLEASE SEND BY SEPTEMBER 1 TO PR@BLANTONMUSEUM.ORG:

- Resume with education, employment history, and names of 3 references
- 1 letter of recommendation
- Cover letter addressing your interest in the position
- Link to online portfolio/writing samples