MIT List Visual Arts Center

PR/Marketing/Social Media Internship

The MIT List Visual Arts Center is seeking a self-motivated, detail-oriented intern to assist with public relations, marketing, and social media projects in support of the List’s 2015-16 season of exhibitions and public programs.

Responsibilities

Working closely with the Public Relations, Marketing and Social Media Coordinator, the intern will assist with developing, implementing, and supporting a wide variety of communication strategies to publicize the List’s exhibitions, related community programs, and exhibition related events. Duties will include researching, editing, and writing press release and website copy; assisting in the coordination and development of printed collateral materials (including brochures, posters, and program specific handouts). Additional responsibilities include developing and posting social media content for the List’s Twitter, Facebook, and Instagram accounts, as well as assistance with updating the website and in-house design related projects.

Qualifications

Candidates should have a demonstrated interest in art museums, social media, design and communications. Experience with Photoshop and basic knowledge of InDesign and Adobe Creative Suite software is a plus. Interns should be organized, able to write clearly, and think creatively. Interns should be available two days per week. We encourage diverse candidates to apply.

To apply:

Please submit a cover letter and resume by September 11 to:

Mark Linga
Public Relations, Marketing and Social Media Coordinator
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