Marketing and Communications Intern (Spring 2020)

Position Description and Overview
The Arizona Historical Society (AHS) seeks a hard-working, dynamic, and creative intern to connect people through the power of Arizona’s history. The Marketing and Communications Intern will support the Marketing, Communications, and Revenue Enhancement Team, and collaborate with staff on ideas, initiatives, and target audiences for marketing and communications. This internship will provide opportunities to market and communicate a variety of AHS programs and initiatives including: public programs, membership, National History Day, exhibit openings, Al Merito Awards, Certified Museum program, the Arizona History Convention, and more.

The Marketing and Communications Intern will be supervised by the Communications Manager and report to the Communications Manager and VP of Marketing, Communications, and Revenue Enhancement.

Learning Objectives
- This internship plays a key role in the Marketing, Communications, and Revenue Enhancement team, assisting in the execution of marketing and communication strategies to promote multiple AHS museums. Intern will demonstrate critical thinking, effective writing and oral communication skills, and apply marketing concepts.

Primary Responsibilities
- Work with Marketing, Communications, and Revenue Enhancement team (Communications Manager, Outreach/Membership Coordinator, Graphic Designer, Grant Writer, Development Manager) on various projects.
- Develop and update a content calendar for AHS including researching historical content, and compile a database for posting information
- Assist in the creation of email campaigns and compiling content for the eNewsletter
- Seek and analyze other museum marketing material and digital content
- Assist with updating and maintaining the AHS social media presence, including scheduling content, develop campaigns considering current and planned promotional activities, and monitor social channels and respond to feedback, questions, and concerns
- Add AHS programs and events to local community calendars
- Draft, distribute and pitch news releases, media alerts, and other stories
- Write copy for the AHS website and other marketing collateral
- Provide administrative support as needed such as mailing, research, and organization

Minimum Qualifications
- Self-motivated
- Strong organizational skills
- Outstanding written and oral communication skills
- Ability to work independently and demonstrate critical thinking
Familiarity with Microsoft Office and GSuite programs (Word, Excel, PowerPoint, Gmail, Google Docs, Google Sheets)

Desired Qualifications
- Familiarity with Adobe Creative Cloud products (Photoshop, Illustrator, InDesign)
- Experience with promoting events and programs
- Interest in Arizona History
- Preference to a junior or senior seeking a degree in history, English, political science, communications fields (public relations or journalism), arts administration, creative media, etc.

Start and End Date
- Dates flexible (Mid-January to May 2020)

Hours per Week/Compensation
- 10-12 Hours a Week (Preferably 2 days/week in office)
- $1,500 per semester

Location and Logistics
- The Marketing and Communications Intern will work out of the Arizona Heritage Center at Papago Park at 1300 N. College Avenue in Tempe, AZ. The museum is located at College/Curry, close to the 202 and 101 freeways. The museum is also accessible via the Orbit Earth route.
- To apply, please send a resume and brief email explaining your interest and relevant experience to Tawn Downs, VP of Marketing, Communications and Revenue Enhancement ahscommunications@azhs.gov. The deadline is Monday, December 30, 2019 at 11:59 p.m.

About
**Mission: Connecting people through the power of Arizona’s history.**
Founded in 1864, the Arizona Historical Society (AHS) is the state’s oldest and most prestigious historical organization, dedicated to collecting, preserving and sharing Arizona’s rich history. The stories of the people, places and events that have shaped Arizona – are told through museum exhibits, programs, events and outreach. The Arizona Historical Society is proud to serve as the steward of Arizona’s history. Our collections, housed in AHS museum facilities throughout the state, number in excess of three million objects. Our artifact and manuscript holdings offer opportunities for public programming, educational outreach, and exhibitions, as well as academic and community-based research. The Arizona Historical Society operates seven museums located in Flagstaff, Tempe, Tucson, and Yuma.

For additional information, visit [www.arizonahistoricalsociety.org](http://www.arizonahistoricalsociety.org)