



ALBANY MUSEUM OF ART

The Albany Museum of Art Marketing & Membership Intern

Department/location: Public Relations/Marketing/Membership

Staff supervisors: Director of Marketing/ Director of Membership

Purpose and goals: The intern will work with staff to maximize visibility of selected exhibitions and programming for AMA and grow and engage membership.

Time: Semesterly time commitment; Minimum 8 hours per week. Schedule flexible within M–F, 9–5 (office hours), however, there may be times when weekend or after-hours events will offer additional time and experience.

Desired start date: as soon as possible.

Duties & responsibilities:

- Maintain listings of museum programs and events
- Help develop and implement ideas to attract more diverse visitors and patrons
- Implement social media strategies
- Media relations
- Compile press kits and materials for media
- Assist with press releases for exhibitions, programs and events
- Promote AMA memberships
- Organize and input data in Neon Membership system
- Send out membership letters

Qualifications:

- Experience working in a professional, office setting.
- Public relations, marketing, graphic design, photography and writing experience a plus.
- Experience utilizing Facebook, Twitter, Instagram, Snapchat and blogging preferred.
- Strong written and verbal communication skills.
- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.

- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Code of Ethics and Employee Handbook for the Museum.

Physical requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds.

Education:

- Working towards completion of a BA or MA in art history, communications, digital media, English or other related field.
- Minimum 3.3 GPA.

Training:

- General AMA orientation.
- On-the-job training will be provided as needed.

APPLICATION PROCESS:

Submit a letter of interest, resume and AMA Internship Application.

Mail:

The Albany Museum of Art
311 Meadowlark Drive
Albany, GA 31707

Email: annie.vanoteghem@albanymuseum.com

Open until filled.