

Museum Internship Duties Description: Publicity

Museum of Seminole County History, Sanford FL

The following are the major job duties for the intern assigned to Publicity at the Museum of Seminole County History. Other duties may be added as needed.

Operations:

- Personal customer service, social media, video, and publicity management
- Greet guests following appropriate procedure
- Lead tours around the facilities
- Answer questions knowledgably and confidently
- Stock front end with brochures, books, surveys, and take-home material
- Develop promotional materials for the museum, including video, audio, digital, and print media
- Liaison with other staff and other departments regarding exhibits, publicity, and promotion
- Special projects as needed

Computer Work:

- Distribute publicity materials and announcements
- Maintain the Museum's Facebook Page and update it regularly
- Update mailing lists and email lists
- Photo, video, and audio editing and rendering

Special Events:

- Set up and break down tables and equipment as needed
- Cover the front of the Museum
- Promotion for special events and for temporary exhibits

Other:

- Answer telephones
- File information
- Maintain time sheet
- Additional duties as required

There may be additional Academic Requirements on an institution-by-institution basis, such as regular evaluations, written project reports, etc.