

Newark Museum Association
Position Announcement

Position: Public Relations Intern
Department: Public Relations
Reporting Relationship: Manager of Public Relations

Position Objective:

To provide the intern with an understanding of how a public relations department works in a museum setting. They will have an opportunity to work with other departments, the media and the public.

Specific Duties and Responsibilities:

- Create content for all social media platforms and the Newark Museum blog
- Assist in the coordination and supervision of press events and visits
- Respond to press inquiries for promotional materials as needed
- Write and post/distribute press releases and listings for exhibitions and events
- Search for and make copies of press clippings and compile into press kits
- Create contact lists and enter into media distribution service

Qualifications:

- Bachelor of Arts degree coursework in progress in Public Relations, Journalism, or related discipline
- Excellent communication skills, both oral and written
- Proven research abilities are required
- Experience with all forms of social media

Send letter of application and resume to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Humanresources@newarkmuseum.org