San Luis Valley Museum Intern Job Description

Position would be an unpaid “intern” position with main duties consisting of:

- Building a website for the museum (using Adobe Dreamweaver)
- Producing audio (using a digital recorder & Sony Sound Forge)
- Producing videos (using camcorder & Sony Vegas Movie Studio)
- Preparing & submitting press releases (using Microsoft Word and/or Publisher)
- Producing the museum’s monthly newsletter (using Microsoft Word and/or Publisher)
- Preparing various presentations (using Microsoft Word, Publisher, and/or PowerPoint)
- Possibly giving presentation

(All under the guidance of the museum’s local marketing consultant.)

Intern could also be required to work in/at the museum doing various duties such as...

The ideal candidate would be:

- Highly proficient in all the above-mentioned programs
- Have a high degree of knowledge and ability in graphic arts & design
- Have experience planning, shooting / recording, and editing audio / video
- Be able to upload audio / video to the internet (YouTube, GoggleVideo, Viddler...)
- Be able to incorporate audio / video into websites
- Have a good work ethic
- Be self-motivating and able to remain on task
- Have the ability to work with minimal supervision
- Be able to meet a deadline
- Be goal oriented

Some of the benefits the intern could gain from this position would be:

1. Learn to plan and implement various high-impact marketing promotions.
2. Learn to create and use audio & video for marketing purposes.
3. Learn how to develop and implement an email-marketing program.
4. Learn how to create an effective newsletter.
5. Learn how to create and use press releases.
6. Learn how to create and track performance of a high impact website(s).
7. Learn to be self-sufficient while working at remote locations.
8. Learn the basic principle of high impact direct response marketing.
9. Learn to track and measure ROI / results resulting from marketing programs.
10. Learn first-hand public & networking skills by attending museum’s Board of Director meetings and other special events meetings.
11. Upon successful completion of tenure intern will receive letter of recommendation from museum and/or marketing consultant.
12. Receive authorship recognition for creating website.