

Communications & Marketing Intern: Job Description

The Communications & Marketing Intern will support the mission of the Andrew Carnegie Free Library & Music Hall (ACFL&MH) by assisting with external communications, press relations, marketing activities, event planning, and other administrative tasks, as needed. The Communications & Marketing Intern is a part-time, temporary position that may require attendance at some ACFL&MH staff and committee meetings and events that take place during evening or weekend hours. This position reports to the Executive Director.



Type: Part-time, temporary internship, \$10/hour, not to exceed 15 hours per week, flexible start/end dates between May and August 2024. Hours will primarily be in-person on weekdays between 10AM and 6PM with the possibility of some evening, weekend, and remote work.

Key Duties & Responsibilities

Communications & Marketing

- Create content for ACFL&MH email blasts, community newsletters, and other print and electronic marketing materials, which may include ads, articles and stories, flyers, and posters.
- Create content for ACFL&MH social media, including Facebook, Instagram, and LinkedIn.
- Write blog posts and update ACFL&MH website, as needed.
- Write press releases and help further relationships with press.

Event Planning

- Help coordinate and promote monthly events and activities for the Music Hall, Library, and Espy Post programs.
- Assist with planning the ACFL&MH annual benefit.

Organizational Support

- Assist with day-to-day administrative/office tasks, e.g. responding to phone calls and emails, filing/organizing documents.
- Attend staff, board, and/or committee meetings, as needed.

Qualifications

The ideal candidate for this internship is enrolled in a post-secondary program with a concentration in communications, marketing, public and professional writing, or related field. Candidate must have excellent writing and communication skills, experience using design and email marketing software (e.g. Adobe Creative Cloud – InDesign, Illustrator and/or Photoshop, Canva, Constant Contact) and social media platforms (e.g. Facebook, Instagram, LinkedIn), and proficiency in Microsoft Office.

To apply, send a cover letter, resume, and two work samples that highlight communications and design skills to gallagherm@carnegiecarnegie.org by 5PM on Friday, April 19, 2024. Please put Communications & Marketing Intern in the subject line.