

## **Announcement of Internship Fall Semester 2010**

**Title:** Marketing and Public Relations Intern

**Reports to:** Marketing and Public Relations Director

**Length of Internship:** 15 weeks, September – December, actual dates flexible

**Job Responsibilities:**

Intern will work to support the PR department on daily activities including:

Tracking media clips

Database entry

Writing and distributing weekly PSA's

Promoting events and exhibitions on foot, in print and online

Maintaining a presence with local hotels, conventions and Michigan Welcome Centers

Greeting and acting as the Museum liaison during Friday Nights at GRAM

**Requirements:** Marketing and Public Relations majors at the Junior or Senior levels with an 8-10 hour per week commitment are preferred. Generally hours are flexible; Friday night from 5-9pm required. Candidates must have strong organizational skills, an aptitude for detail and good written and oral communication skills.

**Compensation:** Internships are **unpaid**; however, students may receive academic credit. Students are responsible for making arrangements with their schools to receive credit for internships.

**Application Deadline:** August 27, 2010

**To Apply:** Please submit a resume, cover letter, one letter of recommendation from a professor or previous employer, and a short writing sample to the Education Department by email at [jboot@artmuseumgr.org](mailto:jboot@artmuseumgr.org) or by postal mail:

Grand Rapids Art Museum  
Attn: Jean Allemeier Boot  
101 Monroe Center NW  
Grand Rapids, MI 49503