



External Announcement – Internship Opportunity

Internship Title: Communications Internship

Internship Location: History Colorado Center, Denver, CO

Compensation: This is a competitive internship position with a \$1,000 stipend

Apply By: August 25, 2017

Start Date: Must be available to start September, 2017. **Open Positions:** 1

Desired Schedule: 8-10 hours a week (TBD by schedule of intern) September – December 2017.

Broad Scope of Position: During this internship, the intern will assist the Communications Department with various tasks including promotion of fall programs and exhibit openings. Additional duties may include publication editing, social media content development, website content creation, and general support to the Marketing and Communications department.

This internship will give the student an interdisciplinary museum experience. They will also gain experience working as part of a Communications team for a museum, government and nonprofit agency. This internship also will allow them an opportunity to write, build media relationships, understand communications strategy, learn about measurement, and understand and use social media.

Desired Skills/Academic Field of Study: Major or degree in journalism, communications, or marketing with a distinct interest in or knowledge of history, public history, or museum studies.

Additionally we are seeking candidates with these skills:

- Enthusiasm to engage in complex or multiple topics with a deep intellectual curiosity
- Ability to translate complex topics into audience-friendly, persuasive language
- Excellent oral and written communication skills
- Familiar with social media writing, platforms, and distribution
- Attention to detail and meticulous follow-through
- Ability to maintain a high level of confidentiality with information that will be obtained in daily interactions
- Proficiency in all Microsoft Office programs and Google Drive

To Apply for this Position: Submit resume, cover letter, and two writing samples (under 500 words) to Brooke Gladstone/Communications and Media Specialist (brooke.gladstone@state.co.us).

**A condition of employment is the successful completion of a background check.