



Cincinnati Museum Center

Intern Position Job Description

Job Title: Social Media Intern

Department: Marketing Communications

Location: 250 West Court St. Cincinnati, OH 45203

Reports To: Social Media Coordinator and Manager of Media Relations

Length of Appointment: Late Fall/Winter 2017

Time Commitment: approx. 10-20 hours a week, for 10 weeks - varies and is flexible

Responsibilities

- Assist in monitoring and responding to comments and questions as needed on various social media accounts; TripAdvisor, Yelp, Reddit, Tumblr, etc.
- Assist in managing daily content and images for various social media accounts; Snapchat, Pinterest, etc.
- Attend CMC events and programs as needed to capture images for social media channels
- Assist with institutional projects that require social media data and information

Requirements

- Currently enrolled in, or recently completed a Marketing, Communication, Social Media program (or has equivalent experience)
- Team-oriented with effective written communication, listening, and organizational skills
- Maintain discipline to complete tasks independently
- Enjoys and is active in the social media and photography community

Please include sample photos in your application.

Benefits:

- Free admission to Duke Energy Children's Museum and the National Underground Railroad Freedom Center.
- Free admission to special exhibitions
- Free parking at Cincinnati Museum Center
- Discounts on food and beverage location at Cincinnati Museum Center
- Discounts on tours, programs and events

Dress Code: Business casual