

**Seattle Art Museum
Unpaid Internship Description**

Title: Communications Intern

Department/Location: Communications Department

Staff Mentor: Communications Associate

Learning Objectives: The intern will work with staff to maximize visibility of selected exhibitions and programs for SAM.

Intern Tasks:

- Maintain listings of museum programs and events
- Support department administrative needs
- Media relations
- Organize electronic press clippings
- Compile press kits and materials for media
- Write press releases for exhibitions, programs and events
- Assist public relations and marketing in special projects

Qualifications:

- Experience working in a professional, office setting.
- Prior public relations, marketing, graphic design and writing experience a plus.
- Strong written and verbal communication skills.
- Ability to work with staff and volunteers in a professional manner in a variety of tasks.
- Ability to communicate effectively to staff, volunteers and public.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

Physical Requirements:

- Manual dexterity.
- Ability to lift up to 20 pounds

Education:

- Working towards completion of a BA or MA in Art History, Communications, Digital Media, English or other related field.
- Working toward a master's degree in one of the above fields preferable.

APPLICATION PROCESS:

Submit via mail or email

- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Cover letter
- Resume
- Two letters of recommendation

Mail: Internship Coordinator
Seattle Art Museum
1300 First Avenue
Seattle WA 98101-2003

Email: internships@seattleartmuseum.org