Communications Intern

Department: Communications
Reports to: Development and Communication Associate Director

The Holland Museum is an equal opportunity, equal access employer that is fully committed to diversity, equity, access, and inclusion in the workplace.

Basic Purpose
Responsible for supporting the development and marketing at the Holland Museum, the Communications intern will learn best practices of each role. The intern will research potential grant opportunities, work to expand our membership base, send weekly e-newsletter communications, and be responsible for curating and managing the Museum’s social media. This is a unique opportunity for an intern to get hands on experience working in fundraising and marketing for nonprofits.

Responsibilities and Accountabilities
- Perform grant research process
- Gain experience in social media, print design, web content editing, fund development and project management
- Maintain confidentiality
- Maintain a professional demeanor, including during training sessions and with other staff and volunteers.
- Perform a variety of other administrative and clerical functions in support of the department’s mission including assisting with correspondence, coordinating mass mailings and data entry.
- Other duties as requested or assigned.
- Participate in the Holland Museum Summer Intern Council. The Council will be guided by the Museum staff to design, research, install, and market an exhibition that will develop leadership and communication skills. Responsibilities include:
  • Look for opportunities to address issues that require cross functional skills, creative problem solving, relationship building, and an understanding of the greater organizational strategy of the Museum.
  • Meet with other interns over the course of the summer to develop sub teams and plans to address the project they have chosen.
  • Commit to roughly 5 hours of work for the Council per week.
  • The Intern Council will report back to the museum staff to present results of the exhibition at the end of the summer.

Education and Experience
High school diploma or equivalent required. BA/BS in a related field preferred. One to three years’ experience working in customer service or communications.

Job Knowledge, Skills, and Abilities
- Must have exceptional customer service and communication (verbal and written) skills.
- Interest in marketing, public relations, event management, graphic design, and fund development.
- Willingness to learn, a “can do” mentality.
- Creative, with analytical and problem-solving skills.
- Able to work independently and follow through on tasks to completion.
- Ability to work with a diverse public and a diverse workforce.
- Ability to perform physical tasks (lift 30 lbs.) with physical mobility and ability to climb stairs.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Windows/Mac OS, email, the Internet, social media, etc. Database software knowledge a plus.

Work
The Communication Intern must work 20 hours per week and a minimum of 10 weeks, June-August. Intern Council will meet weekly for two hours on Wednesdays. This is an on-site internship.

Compensation
This is a grant supported internship with a $1,000 stipend.

To Apply
Submit cover letter, resume, and social media post example/way to demonstrate understanding of social media to Katie Baker, Development and Communications Associate Director, kbaker@hollandmuseum.org, by Friday, March 25, 2022.