



Internship Description

Position Title:	Marketing & Communications Intern	Position Duration:	Summer, Fall 2021 (May - December)
Reports to:	Samantha Rendon, Director of Communications		
Location:	3801 Broadway, San Antonio, Texas 78209		

About the Witte:

The Witte Museum is where Nature, Science and Culture meet. Through the lens of Texas Deep Time, the Witte explores the histories of millions of years ago, thousands of years ago and hundreds of years ago. Knowing these histories helps visitors understand the present and contemplate the future.

Themes of land, sky, and water weave through the museum and enliven the Witte's educational offerings. Only at the Witte can visitors see the dinosaurs that roamed along the shallow seas that would become Texas, understand the People of the Pecos and other hunter-gathering societies, travel through courageous and contentious histories, and see the value of land stewardship through the abundant flora and fauna on the expansive lands of Texas.

The Witte Museum inspires people to shape the future of Texas through transformative and relevant experiences in nature, science and culture.

www.wittemuseum.org

Internship Summary:

The Marketing/Communications Department seeks a dynamic, self-starter who has great organizational and communication skills to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing, communications and social media for the premier Museum in San Antonio where Nature, Science and Culture meet. The Witte is launching a new character-brand campaign this year and this internship will have a key role in implementation and evaluation, along with the opportunity to learn from an award-winning creative agency. Help bring the Wonders of the Witte to the World.

Summary of Responsibilities:

- Support the creation of digital content for social media, web and email marketing by taking photographs of events, programs and visitor engagement
- Assist with the launch of a new website and work on content and site management
- Assist with photographs and videos for marketing and communications collateral and Digital Media
- Assist with video production and editing

- Add events to community calendars
- Help assemble press kits/marketing assets
- Help research new media contacts
- Help research new digital and news tactics

Required Qualifications:

- Students enrolled in an undergraduate or graduate degree program in marketing, history, communications, public relations, or related field. Degree or expected degree in history, museum studies, marketing or related field.
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in, WordPress highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

Hours per week:	15-20/week	Compensation:	Nonpaid (for course credit)
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How to Apply

Interested parties should complete the Internship Application and include a cover letter which includes how one's interest, skills, and experience combined qualify one for the internship and how the internship fits into your academic and/or career goals along with a resume by May 15, 2021.