

**Marketing and Communications Internship**

**Job Description**

**The Organization:** Friends of Linden Place (ie. Linden Place Mansion), is a 200 year-old historic house museum located in the center of Bristol, Rhode Island.

**Mission**: The mission of the Friends of Linden Place is to preserve the treasured historic property for future generations and to create a welcoming environment by developing programs that enhance the artistic, cultural, and educational life of the community.

**Vision**: Linden Place serves the community as a crossroads of history, culture, and inspiration.

**Position Description**: Linden Place seeks a creative, energetic Marketing and Communications intern who is interested in history and the arts and is eager to gain real world experience working in public relations at a small non-profit cultural institution. The Marketing and Communications Intern will assist with all aspects of promoting the Museum, including audience development, campaign design, social media marketing, event planning and some administrative tasks. The ideal candidate is creative, energetic, detail oriented and eager to gain real world experience working in marketing and public relations at a Bristol, Rhode Island cultural institution. Responsibilities will include research and other tasks, and the opportunity to complete one to three special projects designed to enhance a professional portfolio. A flexible work schedule is available.

Responsibilities:

* Assists in the creation and editing of press materials including press releases, posters and mailers in order to promote upcoming events, fundraisers and educational programs at Linden Place.
* Distributes press materials to publications, on-line sources, social networking sites and local attractions.
* Follows up with publications to verify that materials have been received to ensure timely inclusion in newspapers, on-line calendars, magazines, etc. Continually updates changes in contacts at publications.
* Seeks out new target audiences for promotional materials and advertising.
* Assists with overseeing and executing various events (lectures, concerts, fundraisers) including ticket sales, greeting guests, answering questions, troubleshooting and supporting Linden Place event staff.
* Assists Administrator with special marketing and Public Relations projects as needed.
* Assists with the regular maintenance of Linden Place website, Facebook site and Twitter accounts to reflect news and events at the museum.

Qualifications:

* Solid writing, editing, and proofreading skills
* Ability to multitask and produce high-quality work by deadline
* Knowledge of Microsoft Office, Adobe Creative Suite and social media platforms
* Interest in communications and marketing for museums and cultural institutions

Ideally, the Marketing & Communications Intern will commit to 10 hours per week for a minimum of three months. Linden Place provides a flexible work schedule to accommodate academic and work commitments. The Marketing & Communications Internship is an unpaid position.

To Apply: Send a resume and cover letter to [jvelleca@lindenplace.org](mailto:jvelleca@lindenplace.org)