

Student Outreach Intern

Department: Education

RESPONSIBILITIES

This intern will be assisting the **Education Programs Manager** in addition to Poster House's Student Outreach Committee with designing the 2020/2021 slate of programming for our newly minted Student Membership. Following the six-month pilot period of January–June 2020, we hope to continue to grow our Student membership program. This program is designed by the college students on our Poster House team for their peers to network and prepare for internships and paid work in the growing arts and culture field.

This project will entail planning a full slate of programming for the 2020/2021 academic year, which should include the development of a fully fleshed out fall kickoff gathering.

This project will enable the intern to creatively think about the needs of graduating college students with interests in arts and culture and develop programming that will support their peers. They will be researching other museum and nonprofit organization offerings for college students and recent grads to ensure our programming is unique and a needed resource. This project will also provide hands-on experience in program planning in a cultural institution from ideation to execution, with the opportunity to be involved in the design and development of the digital identity of the Student membership.

The intern will be working cross-departmentally with:

- Our Student Outreach Committee to discuss the origin of the membership and the past experiences of the Student Membership programming, in addition to planning for the future of the membership program.
- Our Membership Coordinator to discuss how the Student Membership will work alongside our other membership offerings.
- The Marketing Manager to develop a social media and marketing campaign and strategy to promote the Student Membership and their slate of programming.
- The Design team to create print ephemera such as calendars and flyers to promote the slate of programming in the museum.
- The Operations team to plan for the logistics and any required equipment.

QUALIFICATIONS

The ideal candidate for this role will have an interest and/or passion for program planning, arts administration, social media, design and event execution. Strong preference for a candidate with an interest in design history.

While this intern will be supervised by the Education Programs Manager,

they will be introduced to the Poster House team within their first week as they will be closely interacting with many, if not all of our team members in some capacity. They will receive a Poster House email address, access to the Poster House communication platforms, and will be encouraged to check in with the Education Director and the Education Programs Manager regularly throughout the internship, at intervals that work best for the team and the intern.

Poster House is a new and growing institution. We are a collaborative team and it is immediately reflected in our work culture. Interns will be invited to any All Staff and/or programming meetings and encouraged to contribute.

READY TO APPLY?

This position is offered through a partnership with Arts Intern, a program of Studio Institute. Arts Intern provides opportunities for college undergraduates with demonstrated financial need to gain paid experience in their cities' museums and cultural institutions. For more information, including eligibility and how to apply, please visit artsintern.org