



Communications and Public Relations Internship

About the Museum

The Children's Museum is an educational, cultural, and social learning center for children and families from the Metro South region of Massachusetts. Located in The Old Fire Station, our mission is to inspire a life long love of learning in children by stimulating curiosity and motivating learning through play and hands-on experience. The Museum has three floors of interactive exhibits as well as an outdoor learning center and hosts a variety of classes programs and events throughout the year. Over 50,000 people visit annually.

Job description: Volunteer position

Intern would assist Museum staff in day-to-day public relations, communications, and outreach efforts of the Children's Museum in Easton. As a growing regional institution the Museum offers year round programs, classes and special events and uses a multi-media approach to market and publicize our offerings.

Duties

- Write and deliver public relations announcements regarding Museum events and community outreach.
- Research, develop and maintain professional relationships with local media outlets.
- Assist with Museum website updates and content.
- Publicize and market Museum programs and events on a variety internet calendars.
- Provide input for marketing and public relations efforts for all special events.
- Track and analyze number of visits to Museum website with goal to provide input on how to increase visibility of Museum website.
- Assist staff in producing and delivering all Museum marketing collateral and publications.
- Research and write articles for the Museum's blog.

Position requirements

- Excellent communication skills.
- Flexibility to lead and develop projects in a variety of settings.
- Able to work in a fun environment with parents, children and Museum staff.
- Basic knowledge of a variety of artistic media.

Contact information

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