Marketing & Communications Intern

$10 hr, Part-time (14-20 hours)

Reports to Marketing & Communications Manager

KMAC Museum is a contemporary art museum located in Louisville's historic downtown on Museum Row. The Museum explores the relationship between art and craft by identifying art as the big idea and craft as the intersection between process, materials, and labor. Our goal is to educate and inspire while promoting a better understanding of art through exhibitions, education, and collections.

Marketing & Communications Intern Responsibilities

The successful candidate will assist KMAC’s Marketing & Communications Manager, Ashley Peterson in day to day tasks associated with the department. They will also work on longer term projects and goals in an effort to further KMAC’s brand awareness and advance the department

**Specific Responsibilities:**

**Social Media Content Creation & Management**

* Receive incoming phone calls and provide general information or direct calls to appropriate department/staff
* Maintain security and safety in all public spaces
* Engage visitors by actively providing information and tours of exhibitions
* Report exhibition or facility maintenance issues

**Marketing & Advertising**

* Follow correct procedures for daily opening and closing of Museum and Café. Review curatorial

**General**

* Help with administrative tasks and record keeping associated with the department
* Communicate with other departments and external associates on matters relating to the department
* Updating information and basic design components on our website
* Assist with other special projects related to the interests of the intern

**Internship Opportunities**

* Learn More about Arts Administration
* Learn more about museum and non-profit working environments
* Opportunity to attend and participate in interesting meetings and events associated with the Marketing department and museum at large

Internship Requirements:

* Knowledge of artistic practice and art history- desirable
* Seeking advancement in an art-related field- desirable
* Experience in web design/page editing- desirable
* Ability to commit to 14-20 hours per week (exact schedule negotiable)
* Basic computer skills (Microsoft suite, Google Docs, etc.)- required
* Strong Communication skills – both written and verbal- required
* Knowledge of major social media platforms- required

**Proof of COVID-19 vaccination required for employment**

Interested candidates should send their resume and references to Ashley Peterson, Marketing & Communications Manager at **ashley.peterson@kmacmuseum.org**. Cover letter encouraged.