

Education and Engagement Intern

Under the guidance of the PMCA Education and Engagement Coordinator, the Education and Engagement Intern will assist with day-to-day outreach tasks at the Pasadena Museum of California Art. Located in the heart of Pasadena's Playhouse District, the PMCA presents rotating exhibitions—historical and contemporary—that reflect the vibrancy and breadth of California art and design.

The intern will learn about the essential components involved in connecting audiences to the institution through communication, marketing, and public relations. The intern's duties and responsibilities will involve the development and execution of outreach initiatives, which will steward a better understanding of California art among the Museum's current and potential audiences. Responsibilities will include assistance in researching and analyzing community needs, securing community partners, communicating with the public through both online and print outlets, and organizing contacts and multimedia collateral.

The Education and Engagement Intern's work will focus on the promotion of the Museum's exhibition and education efforts with the surrounding region and larger arts community.

Ideal Qualifications

Candidates are versed in Mac OS and Microsoft Office, and have experience with WordPress, Facebook, Twitter, and Instagram. Candidates must have excellent verbal, written, and listening skills; a good sense of humor and a positive attitude; and impeccable attention to detail. Knowledge of Adobe InDesign/Photoshop/Illustrator is appreciated but not required.

Terms

This is a part-time (approximately 15 hours/week) unpaid internship.

How to Apply

Please email your résumé, a one-page cover letter detailing your qualifications/eligibility, and three references in a single PDF to PMCA Education and Engagement Coordinator Leah Clancy at lclancy@pmcaonline.org in an email titled COMMUNICATION INTERN 2018: [FIRST NAME][LAST NAME].

Only qualified applicants will be contacted. Interviews will be conducted on a rolling basis.

Sample Projects

- Organize photo archive and create collection of evergreen images
- Draft and upload program descriptions to Wordpress and event listing websites
- Generate social media content
- Organize press clippings and online mentions
- Update Community Outreach contact lists
- Pitch exhibitions, educational programs, group tours, and other museum offerings
- Research media sponsorships and create plan for upcoming exhibitions
- Draft newsletters