

Marketing Intern 2022

About Lombard Historical Society

The Lombard Historical Society celebrates Lombard's heritage by collecting, preserving, and interpreting the history of Lombard and operates the Victorian Cottage Museum, the Carriage House and the Society's Archives at 23 W. Maple Street, and the Sheldon Peck Homestead, a National Park Service Underground Railroad Network to Freedom Site, at 355 E. Parkside Avenue in Lombard. Both the Victorian Cottage and Peck Homestead host activities and groups and are open for tours several days a week.

About the Internship

The Marketing Intern plays a significant role supporting the Museum staff, allowing them an opportunity to learn and participate in key aspects of museum public relations (Press Releases, Newsletter, Marketing Materials) and operating the Museum social media accounts.

The Communications & Administrative Intern is responsible for helping with daily clerical and office duties.

Ideal candidates will have an interest in museums and/or public relations as a career. Candidates proficient in research, writing, and public speaking preferred. Previous experience preferred but not required. Internships are supervised but ideal candidates will be independent and self-starting.

This is a 12-week internship with a \$500 stipend. Requiring 14 hour/week with nights and weekends as needed. Internships can be extended with an additional stipend.

Responsibilities

- Create Marketing Materials for the Historical Society
- Assist in operating the Historical Society Social Media Pages
- Other duties as assigned

Qualifications

- Currently enrolled in an accredited undergraduate or graduate degree program with at least two years of college-level academic experience and coursework in marketing, communications, or related field.
- Experience with Adobe Creative Suite a plus.
- Skills in communicating effectively, both orally and in writing.
- Ability to speak in public, be creative, handle details, be flexible, multi-task and to work under deadlines.
- Ability to work on multiple projects concurrently while maintaining attention to details.
- Ability to lift 30 lbs.
- Knowledge of general office procedures, and skilled in Microsoft Office Suite.

Submit resume and cover letter to director@lombardhistory.org