

DETROIT HISTORICAL SOCIETY



Job Title: Marketing and PR Intern – Temporary, Part -time

Department: Marketing

Reports to: Marketing Manager

Hourly Wage: \$15 an hour

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Marketing and Public Relations Intern position, reporting to the Marketing Manager, is a temporary and part-time, remote position working no more than 10 - 12 hours a week. The Marketing Intern will assist the Marketing Department with general and necessary marketing tasks. This position is remote but requires in person onboarding. The period for this temporary position is scheduled to begin January 24th, 2024, and end May 24th, 2024.

Major Responsibilities

- Create and format emails in Constant Contact
 - Format weekly emails, choose images to support article(s).
 - Update coming events.
 - Draft introduction notes.
 - Suggest topics: research and compose/write articles.
- Social Media - Facebook - Instagram – LinkedIn – X (Formerly known as Twitter)
 - Post "on this day" content.
 - Create event listings.
 - Monitor DM's for all channels.
 - Manage incoming messages. (Respond and share accordingly with other staff members).
 - Share Detroit Historical Society content with Facebook Groups.
- Monitor Kirby (front entry desk) slides
 - Create slides for upcoming exhibitions and events using Canva.
 - Share content with Visitor Experience Associates (VEA).
- Enter event information into online local event calendars
- Perform other related duties that may be assigned.

Required Qualifications for Successful Position Performance

- Ability to work independently and efficiently with a strong attention to detail.
- Ability to manage multiple tasks effectively and on time.
- Work a flexible remote schedule, problem solve, complete tasks and think creatively.

Education and Experience

- High school diploma, GED or related experience.
- Experience working with Social Media Platforms: Facebook, LinkedIn, Instagram, X(Formerly known as Twitter), etc.
- Working knowledge of Canva.
- All components of Microsoft Office Suite 365.

Please note the **Hourly Wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org Candidates must be willing to undergo a criminal background check.

No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.