

TITLE: Museum Marketing Internship
EMPLOYMENT PERIOD: February – April, 2018
SUPERVISOR: Museum Director
POSITIONS AVAILABLE: One

POSITION SUMMARY

Friends of the Chicago River is looking for an energetic and enthusiastic museum marketing intern who will help thousands of visitors discover the wonders of the Chicago River at our McCormick Bridgehouse & Chicago River Museum. Uniquely located inside a historic five-story bridge tower on Michigan Avenue, the Bridgehouse Museum celebrates Chicago's river and world-renowned movable bridges and helps inspire people to participate in the river's recovery.

You will work independently and in a small team to promote a cultural institution through multiple media outlets. This position is best suited for a self-starting, creative individual skilled in graphic design.

This unpaid internship is part time with a flexible schedule between 10-15 hours per week, between February and May 2018.

RESPONSIBILITIES

Marketing

- Develop various attractive handbills and brochures for the Bridgehouse Museum.
- Update all marketing contacts and enter in communications database.
- Research all the places the Bridgehouse is listed and make sure information is up to date
- Research new places Bridgehouse should be advertised as a rental venue.
- Identify Chicago blogs and websites (travel, entertainment, culture, etc.) that need to know our museum.
- Assist with development of marketing materials for the museum.
- Identify content for FB, Twitter, and Instagram.

QUALIFICATIONS

- High School Diploma or Equivalent
- Demonstrated proficiency in graphic design.
- Must use your personal computer and software to complete this work.
- Enthusiasm for the environment and Chicago history a plus.

If you are interested in this internship please submit a cover letter, portfolio and your resume to Josh Coles, Friends of the Chicago River, 411 S. Wells, Chicago, IL 60607 or e-mail to jcoles@chicagoriver.org (please write Museum Intern in the subject line). No calls please.

ABOUT THE ORGANIZATION

Friends of the Chicago River has been working for nearly four decades to transform the Chicago River into a healthy, natural asset that people can enjoy and to which wildlife can return. Friends' Bridgehouse Museum opened in 2006 to celebrate Chicago's river and world-famous movable bridges and teach people about their role in the river's renaissance.