



FALL 2014 PAID MARKETING INTERNSHIP OPPORTUNITY

Immediate Opening: Dumbarton House, a Federal period historic house Museum in Georgetown, is recruiting a spring/summer intern to support marketing operations for museum education programs and exhibits. Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers visitors an opportunity to develop a deeper understanding of early American history. Dumbarton House communications and marketing staff work to promote the museum's exhibitions and educational programs related to life in Washington during the early days of the Republic (circa 1800). These events include lectures, concerts, after-hours tours, scouting programs, and summer camps.

A \$1,000 stipend will be paid to the 2014 Marketing Internship and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Responsibilities

- Expand the museum's social media presence *via* Facebook, Twitter, Instagram, Blogger, etc
- Maintain online calendars and update partner organizations' websites in connection with events and programs;
- Produce original content for publication in print and on the museum's website;
- Design and produce brochures or other marketing materials;
- Compile press/media contact lists;
- Develop event-specific email notices/flyers (for Constant Contact or print);
- Represent Dumbarton House at meetings relating to cultural tourism; and
- Other duties as assigned.

Schedule

- 14 hours per week (preferably two weekdays) for 12 to 15 weeks with the possibility of an extension.

Requirements

- Strong communication skills, both written and oral, are required;
- Graphic design skills strongly preferred;
- Demonstrated ability to work both as a member of a team and independently;
- Coursework in literature, history, art history or another of the humanities preferred; undergraduates may be considered based on prior work or volunteer experience;
- Proficiency with MS Office applications (Word, Excel, and Publisher), knowledge of social media platforms and marketing databases (Facebook, Twitter, Constant Contact), and office equipment;
- Experience with photograph/SLR digital cameras;
- Maturity, poise and tact;
- Strength, dexterity, and mobility to perform all duties.

Application instructions

- To apply, submit a resume, position-specific cover letter, writing sample, and one letter of recommendation. Writing samples should be a two- to three-page academic paper or excerpt.
- Submit all application materials to **Internships c/o Education, 2715 Q Street, NW, Washington, DC, 20007-3071; education@dumbartonhouse.org; FAX: 202-337-0348.**
- The incumbent is not eligible for museum benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Position will remain open until filled.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.