



FALL 2015 PAID MARKETING INTERNSHIP OPPORTUNITY

Immediate Opening: Dumbarton House, a Federal period historic house Museum in Georgetown, seeks a fall 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 enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public, about life in Washington during the early Republic (c. 1800) and about Federal Period decorative arts and architecture. Dumbarton House is open to the public 6 days a week for public and private tours, offers school and Scout programs, adult programs and lectures, chamber music concerts, family programs, and various other public programs.

A \$1,000 stipend will be paid to the 2015 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 and maintain press/media contact lists;
- Photograph programs, events, museum collections, and other museum activities
- Develop program 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); 12-15 weeks, with the possibility of an extension.

Requirements

- Strong communication skills, both written and oral, are required;
- 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 photography/SLR digital cameras strongly preferred;
- Graphic design skills a plus;
- Maturity, poise and tact;
- Strength, dexterity, and mobility to perform all duties.

Application instructions

- To apply, submit a resume, position-specific cover letter, and a writing sample. Writing samples should be a one- to two-page academic paper or excerpt.
- Submit all application materials to: education@dumbartonhouse.org with the subject heading: **Marketing Intern**
- 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.