



Communications Specialist Internship Department of Communications & Marketing

Organization Information:

The York County History Center inspires the exploration of the history, people and culture of our county, state and nation. As a non-profit organization it utilizes collection, historic sites and museums to help tell the American Story. The York County History Center is going through a transformative process and will be opening up a new museum in 2021. We are currently changing the culture of who, what, and how the museum is being represented in the community - and beyond.

Communications Specialist Internship:

We are looking for a creative and organized individual who is seeking to get hands-on experience and project-based learning opportunities. Primary responsibilities include, but are not limited to:

- Content creation and research for social media posts/social media campaigns
- Content creation and development for regular E-Blasts to member audiences
- Assistance in design and content creation for our Center Piece Magazine
- Event planning and execution for fundraisers, programs, and events
- Creation of new marketing materials
- Creation of media and press releases
- Occasional travel opportunities to historic sites and downtown events

Desired Qualifications:

- A strong handle on grammar and writing
- Extremely detailed oriented, organized, and professional
- Familiarity with Adobe: InDesign, Photoshop, Final Cut Pro
- Team player and the ability to work independently on projects
- Tech savvy with computers, social media, and photography

**Please note, you do not have to be an expert in all of these qualifications - that's what internships are for! We are more than happy to help you build your skill sets for future endeavors.*

Requirements:

- Major in Communications, Journalism, Public Relations
- Must be currently enrolled in accredited college or university

Hours:

- This internship is flexible in hours – normal hours would include Monday-Friday 10:00 AM – 4:00 PM. All internships are unpaid, but can be used for education credentials.

Application Deadline:

- Spring Semester: December 15
- Summer Semester: April 15
- Fall Semester: August 15

To apply:

Please submit the following to Corinne Elliott, Director of Communications & Marketing at celliott@yorkhistorycenter.org. Please include:

- Cover Letter, please include a little bit about yourself, what interests you have in history and your thoughts on how to make history relevant in a digital world.
- Resume
- 2-3 references (preferably at least one from a professor)