



# Social Media Intern

## Our Mission

The Riverside Art Museum strives to integrate art into the lives of people in a way that engages, inspires, and builds community by presenting thought-provoking exhibits and providing quality art classes that instill a lifelong love of the arts.

## Internship Program Summary

Interns at the Riverside Art Museum gain invaluable experience learning alongside the museum staff. As an intern, you will build relationships, gain professional development, learn in a creative and artful environment, and benefit from personal fulfillment by working with a 501(c)(3) non-profit organization. The duration of the Social Media Internship follows the university/college semester or quarter system, or 3 months as determined.

**Supervisor:** Communications Manager

**Compensation:** Unpaid

**Commitment:** Following university/college semester or quarter system, or 3 months as determined. Hours weekly to be determined.

**Deadline to Apply:** Sunday, May 14, 2017

## Social Media Intern Description

Under the direction of the Communications Manager, the Social Media Intern will learn about the museum's social media strategies and assist with implementation. Develop and create content to post for social media platforms, as assigned. Monitor, track, and collect data information from social media platforms, as assigned. Research and document best practices, trends, and suggest content for social media use. Research exhibitions and artists to develop content for social media posts. Become familiar with the museum's programs in order to engage the public on the museum's social media platforms. Attend museum events on- and off-site, as assigned, to document (photography and video), post content on select social media platforms, while being mindful of the museum's mission and voice. Assist with set up and/or break down of assigned events. Other duties as assigned.

## Desired Qualifications

The applicant must be familiar with various social media platforms, especially Twitter and Instagram. Comfortable and enthusiastic about engaging with the public. Has photography and video experience. Access to their own equipment is preferred. Introductory experience with video creation and editing for short form and social media platforms. Experience with Adobe Creative Suite desired. Proficient writer with a good grasp of grammar rules. Bilingual in Spanish is highly desired, but not required. Able to lift thirty pounds. Able to stand for periods of time. Creative and flexible. Able to work in a fast-paced and changing environment. Able to work independently and with a group. Interested in learning about the non-profit environment, art museums, and the role social media plays.

**To apply:** Please email your resume with cover letter and a social media contact sheet (Examples of social media content you've created) to [khernandez@riversideartmuseum.org](mailto:khernandez@riversideartmuseum.org).