

Connecticut Science Center
2018 Internship Opportunities (Unpaid)
Spring & Summer, 2018

Internship Summary – Marketing Department

Serving more than 325,000 adults and children each year, the Connecticut Science Center is the state's premier destination for informal science learning, a top tourist attraction, a hub for teacher training, and one of the state's foremost resources for Science, Technology, Engineering and Math (STEM). The **Marketing Intern** will learn about the fast-paced creative world which supports, sustains and helps grow one of the premiere educational and entertainment destinations in Connecticut by assisting the Connecticut Science Center's team of Marketing professionals with Marketing, Public Relations, Event Management, and Membership sales efforts.

This is an unpaid internship which is eligible for academic credit through the intern's college/university.

Specific Learning Opportunities:

The successful intern candidates will learn about the field of marketing by assisting with, and participating in, professional, business-related initiatives including, but not limited to:

- Assist with marketing activities such as community engagement, distributing marketing materials, Membership sales, signage creation, and more. Deliver and pick-up materials around Hartford as needed.
- Assist in the preparation of and attend trade shows and specialty events as needed (some evenings and weekends may be required)
- Provide assistance for media appearances as needed.
- Serve as a photographer or videographer at events.
- Maintain and update a record of all publicity mentions in media—newspapers, magazines, etc.
- Other related activities as assigned

Qualifications and Requirements:

- Ambition, good communication skills, and willingness to ask questions
- Ability to work independently (with supervision) while also being a team player
- Strong writing ability and a pleasant phone manner
- Computer skills: must be familiar with Microsoft Office programs such as Word, Excel, and Outlook, and have working knowledge of social networking—Facebook, Twitter, YouTube, etc. Knowledge of graphic design software, HTML coding, and video editing is a plus.
- High energy and dedication; you will be a member of a small team and will be expected to work hard and fast.
- A background or coursework in marketing, public relations, or communications is preferred; knowledge of science is not necessary but the willingness to learn is a must.

Other information: Approximately 15–20 hours per week June- August (Summer), September-December (Fall), or January – May (Spring); Business casual dress code; neat, professional attire is required for all public events.

Qualified applicants will go through an application process, interview process, and must successfully complete a background check. To apply, send a substantive cover letter, résumé and brief writing sample to HR@CTScienceCenter.org. Please reference "Marketing Intern" in the subject line. Incomplete applications will not be considered.

The Connecticut Science is committed to a diverse workforce and EEO initiatives.