

### **Social Media Intern (Unpaid)**

Pacific Science Center's award-winning, interactive programs reach more than 1.3 million people around the state each year — in their communities, classrooms and on our campus. Our Marketing department has an exciting internship opportunity for a student interested in developing their communications and marketing experience.

The Social Media Intern will help manage social media accounts for IMAX and Laser Dome, create riveting content for overall marketing needs, and prepare monthly analytics reports. At the internship's conclusion, the intern should have gained valuable communication and marketing skills while strengthening their resume. This is a great opportunity for students who want to positively impact a nonprofit while exploring a career in Marketing. Interns may also receive college credit depending on their school's requirements and guidelines.

**Reports to:** Digital Specialist or Digital Marketing Manager

**Position Start Date:** September 2019

**Position End Date:** Minimum of 10 weeks. Ideal candidates will commit through December 2019, with the possibility of extension.

**Time Commitment:** 10-15 hours a week

### **Job Duties**

- Create content for Facebook, Instagram and Twitter accounts
- Manage the IMAX and Laser Dome social media accounts by creating content and content calendar and facilitate approvals
- Work with Graphic Design team to create marketing collateral
- Attend PacSci events, exhibits, and shows to take photographs for social media and create live Instagram Stories while maintaining the institutional voice of PacSci
- Create monthly analytics reports for digital marketing
- Participate in small research projects to improve SEO and social media engagement
- Participate in weekly Marketing & Communications Division meetings
- Assist as needed with department's administrative tasks
- Other duties as assigned

### **Learning Opportunities**

- Strengthen communication and social media skills through content creation
- Develop administrative and creative skills associated with working in a busy Marketing department

- Demonstrate marketing planning skills while working in a team environment
- Gain insight into the inner-workings of a large nonprofit educational institution

#### **Position Requirements**

- Candidates must be current college students
- Flexible and willing to take on a variety of tasks
- High level of energy, enthusiasm and initiative
- Works well independently, as well as part of a team and can react accordingly to the Science Center's fast-paced nature
- Excellent written and oral communication skills
- Pass a criminal background check
- Provide three references
- Candidates working towards a degree in Marketing, Public Relations or Communications preferred

**TO APPLY:** Email a cover letter and resume to [social@pacsci.org](mailto:social@pacsci.org) with the title "Social Media Intern."

#### **Pacific Science Center**

We are an **independent, nonprofit educational institution** that inspires lifelong interest in science, math and technology by engaging diverse communities through interactive and innovative exhibits and programs in every county of Washington state and beyond.

*Pacific Science Center is an equal-opportunity employer. We value diversity and it is expressed in all aspects, from the people and communities we serve to our organizational culture and our employees. Pacific Science Center does not discriminate on the basis of any trait as protected by law such as age, race, gender, veteran status, or disability in admission or access to, or employment in, its programs or other activities.*