MFAH Internship/Fellowship Description

Supervisor: Mahogany Johnson, Marketing Manager

Department: Marketing & Communications

Dates of Internship/Fellowship Term: Summer 2020, June 1–August 7, 2020

Academic Level: Undergraduate

Stipend Award: $3,500 for the 10-week summer term full time (350 hours)

Project Overview

The internship/fellowship will be engaged in the following project(s) that have identified as meaningful professional learning opportunities:

- Public relations: coverage tracking and strategy
- Social media: planning and execution
- Marketing campaigns: brainstorming and strategy

Learning Goals and Objectives

The project described above will provide the intern/fellow with the opportunity to develop the following skills and proficiencies through this professional learning experience:

- Coverage tracking
- Writing
- Social media
- Strategy
- Professional office skills

Skills, Knowledge, and Abilities

The following skills, knowledge, and abilities would be applicable to the internship/fellowship projects and learning goals of this opportunity:

- Writing
- Social media

Education and Eligibility

The following education level is required for eligibility for this opportunity:

- Undergraduate level: Students currently enrolled in an undergraduate program or who recently completed (within one year) a Bachelor’s degree are eligible for this opportunity.

Anticipated Schedule

The number of hours per week and the preferred days of the week and times for the internship and fellowship are outlined here:

- The regular work week will be business hours, Monday–Friday. The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 1, and should be completed by Friday, August 7, 2020. If necessary, hours/days missed can be made up by Friday, August 21, 2020.
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- Orientations: The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Professional Development programs: MFAH interns and fellows have the opportunity to learn about different aspects of museum careers and the MFAH’s operations. In particular, interns and fellows during the summer term have the opportunity to participate in professional development sessions organized by staff in the department of Learning and Interpretation. Fall and spring term interns and fellows have individualized professional development opportunities based on their academic schedules and identified learning goals. Interns and fellows are invited to participate in a range of MFAH activities and events in addition to their projects as their schedules permit.

Application Instructions and Deadline:

Submit the following materials:
- Online Application Form [here](#)
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
- Résumé/CV
- Writing sample (maximum of 10 pages)

Submit all additional application materials via email: [interns@mfah.org](mailto:interns@mfah.org)
- Include the name of the internship or fellowship in the subject line of your email.
- The deadline for applications for the MFAH Summer 2020 Internship & Fellowship program is **Monday, March 23, 2020**.