

Title: Communications and Marketing Intern
Oklahoma City Museum of Art
Fall/Spring semester

Date Written: 8-22-07

The Oklahoma City Museum of Art seeks a fourth year communications/graphic design major to assist the communications manager in a variety of print and web based projects.

Salary: unpaid

Work Schedule: flexible, Monday – Friday, mornings or afternoons

Responsibilities:

Assist with any of the following:

- Newsletter
- Web site
- Special publications
- Various marketing materials, including visitor surveys
- Press clipping archives

Qualifications:

- 4th year major
- Strong interpersonal skills
- Proficient in Adobe products, including InDesign and Photoshop
- Proficient in html