

**Oklahoma City Museum of Art
Marketing & Communications Intern**

Accredited by the American Association of Museums, the Oklahoma City Museum of Art serves more than 130,000 visitors annually from all 50 states and over 30 foreign countries and presents exhibitions drawn from throughout the world. The Museum's collection covers a period of five centuries with highlights in European and American art from the 19th and 21st centuries, a growing collection of contemporary art and a comprehensive collection of glass sculpture by Dale Chihuly. The Museum boasts the region's premiere repertory cinema, which screens the finest international, independent, and classic films, and is home to the Museum School, which offers classes for students of all ages as well as art camps for children.

Salary: Unpaid

Work Schedule: Flexible (8-10 hours per week)

Possible Responsibilities:

- Assist with e-marketing strategies
- Assist with social media planning and execution
- Participate in planning and executing special events
- Write press releases and newsletter articles for various programs and events
- Serve as graphic design support
- Developing and updating web content
- Further the Museum's standards for professional quality communications with attention given to cost effectiveness and efficiency
- Participate in the planning and creative process of various public relations and marketing programs

Qualifications:

- Undergraduate or graduate students in majors such as public relations, advertising or marketing
- Strong interpersonal skills with ability to work well with people of all levels
- Proficient in Adobe software, including InDesign and Photoshop
- Excellent writing and oral communication skills; the ability to understand and translate information for intended audiences with clarity

Interested applicants should email a resume and work samples to Ralph Cornelius, marketing and communications manager, at rcornelius@okcmoa.com.