



Media and Communication Internship

Location

Dominguez Rancho Adobe Museum
18127 South Alameda Street, Rancho Dominguez, CA 90220
www.dominguezrancho.org

Contact

Maria Aispuro, Assistant Director
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Hours

Minimum of 120 hours / Must be available at least 1 day per week

Salary

Unpaid internship

Starting Date: As soon as possible once the internship is offered

Deadline to Apply: Open year round

SUMMARY

Provides students first-hand experience in the field of communications, including advertising, public relations, photography, graphic design, and social media. Interns will have the opportunity to select different aspects of the media and communication program, so the internship fits their needs. Interns will create marketing and advertising campaigns for the museum and its program to assist with spreading community awareness working with newspapers, magazines, and radio stations to enhance then museum's public relations efforts. Graphic design and web design and management are two areas in which the interns will work creating and designing the printed collateral for the museum. Interns will also work on the museum's website since it is a vital avenue of communication for the museum. We pride ourselves to provide the intern with projects that are fun but also stimulating towards their career goals, while creating a fun and engaging environment.

REPRESENTATIVE DUTIES

About The Dominguez Rancho Adobe Museum

The mission of the friends of Rancho San Pedro is to preserve and increase community awareness of the Dominguez family, Homestead adobe, and the Rancho San Pedro, the first Spanish land grant in California. This is accomplished through educational programs and the operation of the Dominguez Rancho Adobe Museum.

- Create and post social media content for all of our networks
- Coordinate creative assets
- Grow social media following
- Research social media trends and current events
- Engagement across all social media platforms

REQUIREMENTS

- Currently enrolled in an accredited academic institution or graduated within the last two years
- A major in business administration, marketing, communications or a related field
- A passion for all things Internet
- Strong written and verbal communication skills
- Intermediate to strong fluency with PowerPoint
- Fluency with the rest of MS Office Suite including Word, Excel, and Outlook; beginner knowledge of Adobe Photoshop, and HTML is helpful but not required
- Knowledge on popular platforms such as Facebook, Twitter, YouTube, Instagram, Pinterest, Snapchat, and Tumblr
- Must be very dependable as well as accountable
- Must follow instructions well, able to multi-task — keeping deadlines is a must
- Skilled in online research
- Diligent work ethic and insatiable desire to learn
- A strong interest in social media and marketing

DESIRED MAJORS

Marketing, Advertising, Communication Studies, Management Information Systems, Web Development, Public Relations, Media Studies, Graphic Design, Film and Electronic Arts, Computer Science, Journalism

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