



Media and Communication Internship

Location

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

Contact

Luis Fernandez, Executive Director
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Phone (310) 603-0088
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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

Media and Communication Interns will have the opportunity to gain firsthand experience in advertising and outreach. Interns will work closely with museum staff to create and edit fliers, videos, emails, social media posts, outreach campaigns, and press releases. Interns with software experience in video editing and graphic design will have the opportunity to utilize their skills to create advertising content and materials. The Dominguez Rancho Adobe Museum provides interns interested in gaining real-world public relations experience a unique opportunity to practice their skills and build their resume. We pride ourselves in providing interns with projects that are fun and stimulating towards their career goals.

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.

REPRESENTATIVE DUTIES

- Create and edit advertising and outreach materials for public programs
- Assists with social media content and management
- Prepare content for review and publication on a timely manner
- Research effective advertising/outreach strategies and best practices
- Communicates effectively with staff, volunteers, patrons and other interns
- Demonstrate knowledge of the Dominguez Rancho Adobe Museum mission
- Assist in other tasks as needed

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
- Strong written and verbal communication skills
- Fluency with the rest of MS Office Suite including Word, Excel, and Outlook; beginner
- Knowledge of Adobe Premiere Pro and/or Constant Contact is helpful but not required
- Knowledge with other social media platforms including Facebook, Twitter, Instagram, and Snapchat
- Ability to communicate effectively with staff, volunteers, patrons and other intern
- Intermediate to strong fluency with MS Office including Word, Excel and PowerPoint.
- Must be able to work in groups or independently

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