



International Museum of Surgical Science
A Division of the International College of Surgeons

Museum Operations & Communications Summer Intern:

Description: Operations & Communication Summer Interns will be given the opportunity to work and learn from different areas of the museum to develop their personal marketing vision. The Summer intern will report directly to the Assistant Manager of Events and Programs. Through a minimum of one workday per week, Interns will work with museum staff to market IMSS's events and programs. At the end of the internship, interns will have a product/implementation to add to their portfolio. Interns will be given the opportunity to execute their work in a real operational setting.
(1 Spot Available)

Responsibilities:

- Assist with marketing related to programs, tours, education, events, and development, including making social media posts, sending out newsletters, and making promotional flyers
- Collaborate with Museum staff from different departments to create Social Media Content

Requirements:

The expected internship period is June – September. Start and end dates are flexible to accommodate schedules. Applicants must be willing to commit at least one full day per week during the Internship Period.

The International Museum of Surgical Science does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Qualifications:

- Part-time internships are open to college undergraduates, graduate-level students of all majors, as well as recent graduates.
- Proficiency with Microsoft Office and Adobe Suite or similar suite of programs (i.e emailing, scheduling, word processing, etc.) is a PLUS
- Strong detail orientation, and the ability to multitask required

- Excellent interpersonal skills and the ability to maintain confidentiality
- Must be detail-oriented with the ability to work well under pressure and meet deadlines
- Candidate must have an interest in education, museums, or online platforms
- Candidates must be proficient in English.
- Candidates should have excellent organizational skills, solid research skills
- Must be 18+ years old at the time of the internship
- Strong communication and collaboration skills
- Applicants should be creative and dynamic, exhibiting enthusiasm, initiative, flexibility, and openness to new ideas
- Photo editing experience is a plus

Sample Internship Timeline: (12 Weeks Total, 96 Hours Minimum)

Week 1: Social Media/ Marketing + Museum Daily Operation + Tour

Week 2: Social Media/ Marketing + Gift Shop

Week 3: Social Media/ Marketing + Gift Shop

Week 4: Social Media/ Marketing + Events

Week 5: Social Media/ Marketing + Development

Week 7: Social Media/ Marketing + Program

Week 8: Social Media/ Marketing + (Your Choice)

Week 9: Social Media/ Marketing + (Your Choice)

Week 10: Social Media/ Marketing + (Your Choice)

Week 11: Social Media/ Marketing + (Your Choice)

Week 12: Final Day and Internship Dinner

Benefit:

The educational value of our internships makes for a memorable and rewarding experience. You'll have an opportunity to work alongside other interns who share your interests, as well as experienced museum professionals. Most importantly, you will have a professional end product to showcase in your portfolio and also an opportunity to execute it in a real museum setting.

Other benefits include:

- Intern discount
- Museum membership
- Flexible Schedule
- Weekend availability

How to Apply:

Required Internship Application Materials:

- **Statement of Intent / Cover Letter:** The statement must address the following 3 prompts:
 - *Do you have a background working in Social Media and Marketing? If not, what is your interest in this internship?*
 - *In what ways do you hope to benefit from this internship?*
- **C.V. or Resume**
- **2 References**
 - For each reference, please include (1) Name (2) Relationship to Applicant (3) Years Acquainted, and (4) E-mail Address & Telephone Number

Please send application materials as attachments to: info@imss.org.

Subject Line: **Museum Operations and Communications Summer Intern**