The Museum of Glass is seeking a Marketing & Public Relations Intern in Tacoma, Washington.

The Museum
Fifteen years ago, the Museum of Glass opened its doors as an architectural icon and a one-of-a-kind museum dedicated to glass art. Located on the Thea Foss waterway in thriving downtown Tacoma, the 75,000 square foot facility combines exhibition galleries, an education studio, a theater, the 500-foot long pedestrian Chihuly Bridge of Glass and the West Coast’s largest and most active museum glass making studio – the Hot Shop.

Based in the Pacific Northwest, the center of the American Studio Glass movement, the Museum serves regional, national and international audiences. The Museum’s visitor-centered public programs, original exhibitions and riveting glassmaking demonstrations have inspired and engaged over two million visitors from all 50 states and more than 75 countries. The Museum of Glass is a member of the American Association of Museum Directors and was granted accreditation by the American Alliance of Museums, recognizing its commitment to excellence, accountability, high professional standards and continued institutional improvement.

Ignite creativity, fuel discovery and enrich lives through glass and glassmaking

The Role
The Marketing & Public Relations Intern will get a complete overview of the way a professional Marketing and Communications department works in a medium-sized, non-profit arts organization. This department is responsible for the overall marketing of Museum of Glass, including print and digital advertising, public relations, collateral and communications to members and the community at large, web and social media content, special promotions and events, and the overall visitor experience. The intern will be involved in department meetings, where an overview of tasks, including responsibilities, timeline and strategy will be discussed. The intern will primarily support the digital marketing outreach and public relations functions. The internship will also include numerous ongoing tasks, such as manual and electronic filing.

Major duties and responsibilities:
- Update and maintain media lists, calendar listings and outreach contacts
- Assist with drafting, distributing and pitching press releases, media alerts, and other outreach; track and organize press coverage for distribution to staff
- Manage website calendar, and contribute to the maintenance of MOG’s social media presence
- Contribute to the planning, development and analysis of email campaigns
Various administrative duties, which may include organization of files and materials; assembling press kits; and setting up meetings, making calls or sending email or letters on behalf of the marketing & communications team.

**Education and Experience**

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<th>Education</th>
<th>High School Graduate with some course work at a college or university in the field(s) of marketing/communication/public relations required.</th>
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<td>Experience</td>
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**Required Knowledge, Skills & Abilities**

- Self-starter with excellent verbal and written communication skills
- Firm grasp of available tools and platforms in the social media space
- Knowledge of Microsoft Office applications is essential. Familiarity with Adobe Creative Suite and HTML language is helpful.
- Working toward a college degree, preferably in a related field (English, marketing/communications, or public relations)
- Strong organizational and project management skills
- Ability to work in a fast-paced environment with changing priorities while maintaining a strong can-do attitude and sense of humor throughout

**Physical Demands and Work Environment**

While performing the duties of this job, the intern is regularly required to sit for periods of time; use hands to finger, handle, or feel; use a computer keyboard and screen; use a telephone, and speak and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. In completing the duties of this role, the intern may occasionally work on the hot shop floor, with routine exposure to mechanical, chemical and electrical hazards; frequently subjected to fire/heat, and occasionally exposed to fumes and odors.

To apply, please submit your resume, cover letter and 2-3 samples of your written work to HR@museumofglass.org.