The Children’s Museum of the Upstate—Marketing Internship

The Marketing and Social Media intern will be responsible for assisting the Marketing and Communications team with brainstorming, planning and executing the museum’s marketing initiatives.

Specific Responsibilities and Projects include

- Assist Marketing and Communications Manager in brainstorming and planning social media content calendars up to two months in advance
- Work with various departments to obtain information about programs and events
- Prepare content that aligns with the museum’s brand standards
- Schedule and post content in a timely manner
- Keep records of reports and trends and adjust based on data
- Actively work to grow social media presence and engagement online
- Support Marketing and Communications Manager with weekly e-mail content
- Support Marketing and Communications Manager with website maintenance and updates
- Support Marketing and Communications Manager with general museum photography and video
- Support Marketing and Communications Manager with assorted graphic requests
- Assist department with other marketing initiatives as needed

Requirements & Expectations:

- Part-time (under 30 hours) available
- Intern positions are open to college students with interest in marketing, social media or communication studies
- Intern must have completed at least 2 years of a college degree program
- Possess outstanding written and verbal communication skills
- Possess knowledge of social media management; experience with Sprout Social and Dropbox is a plus
- Skilled at Adobe Creative Suite, Canva and other design platforms
- Photography and video editing skills is a plus
- Enjoy working with all ages, especially children, and can work in a team environment
- Must be self-motivated, prompt and have the ability to multitask on various projects
- Needs to be available for 1-2 work days in the TCMU-Greenville office
- Willing to sign confidentiality agreement to protect sensitive data

Interested applications should submit their resume & cover letter to jamos@tcmupstate.org.

Start date flexible. Chosen applicants must adhere to a reference and background check.