The Mattatuck Museum, Waterbury, CT

SOCIAL MEDIA INTERN
DURATION: 20-25 hours per week for a period of six weeks
RATE OF PAY: $12.50/hour

The Mattatuck Museum is looking for a Social Media Intern to work with the marketing and education staff to boost engagement on all Museum social media platforms and to increase participation in Museum programs.

Duties and Responsibilities
- Assist with the design and execution of social media campaigns;
- Create weekly and monthly editorial content schedules to promote the Museum on various social media platforms;
- Create and distribute content such as blogs, infographics, videos, and press releases on social media and to traditional news outlets;
- Track social media engagement to identify high-performing ideas and campaigns for scalability;
- Support programming team at live and online events.

Skills and Qualifications
A successful candidate will have diverse educational qualifications and technical skills to deliver on the job requirements and possesses some or all of these skills:
- Currently enrolled in college or a recent graduate with a bachelor's degree in digital communications or related field such as advertising, journalism, or graphic design;
- Experience with major social media platforms including Facebook, Twitter, Instagram, Pinterest, SnapChat, YouTube, etc.;
- Knowledge of social media analytics software, such as Facebook Insights to track audience engagement and campaign performance (professional certification in Google Analytics a plus);
- Experience with content management systems, Microsoft Office, and image/video editing software;
- Impeccable oral and written communication skills including copywriting and editing;
- Interested in social media trends;
- Creativity;
- Ability to work under tight deadlines.

To apply, please send current resume and cover letter to: SOCIAL MEDIA INTERNSHIP SEARCH, to Janice Shambor, Finance Manager at janice@mattmuseum.org. Resumes will be reviewed on a first come-first served basis so do not delay in applying.