

## **Digital Media Intern**

The digital media intern would work on various short- and long-term projects (will vary depending on time of year and intern schedule). This could include:

- Designing custom pieces for digital distribution (info-graphics, banners, etc.)
- Working with existing digital assets to create fresh content (editing and publishing archive footage, Museum b-roll packages, etc.)
- Fact-checking and editing website pages on thebighousemuseum.com (gathering relevant media assets, formatting in site CMS) creating blog and feature posts for thebighousemuseum.com (drafting copy, gathering relevant media assets)
- Helping develop weekly/monthly/quarterly content publishing calendar (pitching content ideas, finding timely leads, etc.)
- Reviewing social media reports and email marketing efforts to strategize content delivery
- Monitoring and reporting on content marketing trends

The ideal applicant will have experience filming and editing video (Adobe Premiere experience a plus); and shooting and editing photographs (Photoshop experience a plus). Applicant should be comfortable working with web content management systems, including social media channels (Facebook, Twitter, Instagram and YouTube). Experience reviewing and creating reports based on online analytics tools (familiarity with SEO a plus). Candidates should have completed coursework related to journalism and/or marketing, advertising and/or public relations, and/or video and/or photography.

## **We offer:**

These unpaid internships will add to both your portfolio and resume while at the same time providing a very satisfying experience in a fast-paced, fun environment. Internships are likely to extend depending on desire and performance.

- Great work experience
- Exciting work environment
- Flexible work schedules
- Discounts on Big House Museum merchandise

## **Eligibility**

Terms: Full or part-time for a minimum of 3.5-4 months.

An intern must currently be enrolled in a college or graduate school program, preferably sophomore - senior status. Internships are done on a volunteer basis. The Museum does not offer compensation. Availability to work 10 or more hours a week, up to 20 hours a week during the summer, for a minimum of 8 weeks.

**Stipend:** None

**Contact:** Maggie Reimer, Office Manager

478-751-5551 // 2321 Vineville Avenue // Macon GA  
31204

[maggie@thebighousemuseum.org](mailto:maggie@thebighousemuseum.org) //  
[www.thebighousemuseum.org](http://www.thebighousemuseum.org)

