



## Marketing Intern

We are looking for interns with energy, personality, and dedication to assist with our marketing, public relations and membership sales efforts.

### Qualifications:

- You need to be ambitious, a good communicator, and not afraid to ask questions.
- Can work without constant supervision, but must be a team player.
- Strong writing ability and a pleasant phone manner is a must.
- Computer skills: must be familiar with Microsoft Office programs such as Word, Excel and Publisher. Should also have a background in social networking sites – Facebook, Twitter, Flickr, YouTube, etc. Knowledge of graphic design software, video editing, HTML coding, and video editing is a plus.
- High energy is a good thing – you will be a member of our small team and will be expected to work hard and fast.

### Duties and Responsibilities:

- Develop a range of informational, educational and promotional content for multiple communications vehicles – online, print, etc.
- Will be involved with marketing activities such as drafting marketing proposals, pitching the media, community engagement, donor relations, membership sales, signage creation and much more. Will also drop off and pick-up materials around Hartford as needed.
- Assist in the preparation of and attend trade shows and specialty events (some evenings and weekends may be needed)
- Work with PR/communications staff to write and edit press materials, marketing proposals, releases, e-newsletter content, web copy, video content, etc.
- Act as assistant for media appearances as needed.
- Be able to act as a photographer or videographer at events.
- Maintain and update a record of all publicity mentions in media – newspapers, magazines, etc.

A background in marketing, public relations or communications is preferred; knowledge of science is not necessary but the willingness to learn is a must. Approximately 15 hours per week; small stipend offered. Business casual dress code.

To apply, send a cover letter, two writing samples and resume to [hr@ctsciencecenter.org](mailto:hr@ctsciencecenter.org).