Montclair Art Museum

Title: Marketing Intern
Location: Montclair Art Museum, 3 S. Mountain Avenue, Montclair, NJ 07042
Compensation Type: Unpaid internship – can be used for co-op

Start Date: Fall Semester

Projected Hours Per Week: 20 hours

Min. Education: Upperclassmen preferred

Job Description:

Interns will get real-time, real-world, hand-on experience in marketing and communications for local renowned nonprofit, the Montclair Art Museum. In addition to providing support to all levels of marketing and communications, interns will identify, define, and execute a self-directed project relevant to the Museum’s larger marketing communications goals and institutional objectives concluding in research supported tactical recommendations.

Primary Responsibilities:

• Complete independent marketing and communications project

• Learn and apply MAM’s editing standards to communications, including print, digital, and social

• Contribute to the Museum’s members e-newsletter, Inside MAM

• Assist in all major marketing and communications areas, including advertising, community relations, press relations, and social media

Qualifications:

Marketing, Communications, or Art History major. Excellent written and verbal communications skills. Quick learner, including digital marketing tools such as CMS, Emma, and social media. Comfortable on a Mac.

Application Instructions: Please email your résumé and cover letter to Catherine Mastrangelo, Assistant Director of Marketing and Communications, at cmastrangelo@montclairartmuseum.org.
About the organization:
Opened in 1914, the Montclair Art Museum (MAM) is recognized by critics and scholars as one of the nation’s leading regional art museums. A prominent landmark in the suburban New Jersey town that shares its name, the Museum cares for, interprets, and creates exhibitions and programs related to its distinctive world-class collection of approximately 13,000 works of American art from colonial times to contemporary art, and one of the most extensive collections of Native American art in the Northeast, outside of New York City. In addition, MAM recently launched the Vance Wall Art Education Center, establishing the footing for enhanced educational outreach, programs and activities for people of all ages. The Center encompasses all our educational efforts, including the busy Yard School of Art, now near capacity with over 2,000 students currently enrolled, and nearly 30,000 alumni. Our vision for the future of education is both programmatic and physical, both on- and off-site, and includes partnerships with area elementary schools, colleges and universities, as well as other cultural organizations.

Montclair Art Museum is an Equal Opportunity Employer.

Date Posted: August 10, 2017