



# TRAINEE PROGRAM

The Swedish-American Chambers of Commerce of the United States of America



AMERICAN SWEDISH  
HISTORICAL MUSEUM

*Proudly presents the following internship*

## Marketing & Communications Assistant

### Position Description:

The American Swedish Historical Museum is accepting applications for a Marketing & Communications Assistant trainee. This team member will assist the Museum's communications through social media, emails, and create designed marketing material for events and advertising. In this position the assistant will be exposed to the inner workings of the museum field through interactions with various staff and cross-departmental projects. This position reports to the Education & Public Relations Manager. <http://www.americanswedish.org>

### Responsibilities:

- Maintain and update ASHM Social Media Calendar
- Create social media copy and post on ASHM platforms
- Developing new social media campaigns
- Write weekly email communications
- Design printed materials for ASHM events and advertising
- Maintain and update ASHM press clipping records
- Post ASHM events on online listing sites
- Attend staff meetings and meetings as needed with supervisor
- Assist at ASHM special events and document through photography
- Other duties as assigned

### Education and Experience:

- Bachelor's or Master's degree in marketing, PR, communication, museum studies, or similar field.
- Knowledge of Microsoft Office Suite and Adobe Creative Suite is a must.
- Experience with digital/social media marketing and electronic communications.
- Photography/videography skills a plus.
- Prior experience with website design and/or updates a plus.
- Superior written and verbal communication in English.

### Work Schedule and Compensation

This position is full-time (35 hours a week) with some evening and weekend work required.

**Start date:** June 2022 or asap

**Duration of training period:** 12-18 months

**Compensation:** \$15/hour

**Location:** Philadelphia, PA, USA

**Application Deadline:** April 29th, 2022

### About the Museum

Founded in 1926, the American Swedish Historical Museum in South Philadelphia is the oldest Swedish museum in the United States. The American Swedish Historical Museum welcomes all people to explore cultural identity through the story of Swedes and Scandinavians in America. The

*You always need a J-1 Visa to do an internship in the U.S. SACC-USA will help with your J-1 visa application if you find a position on your own or through us. [Read more here](#) on different ways to find internships in the U.S. For our Trainee Program available positions newsletter, [sign up here](#).*



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ASHM is a community dedicated to preserving and interpreting material culture and is alive with celebrations, exhibitions, and learning experiences.

The American Swedish Historical Museum is an equal opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.

*To apply for this position, please send a cover letter, resume or CV, and references to [jobs@americanswedish.org](mailto:jobs@americanswedish.org) with the subject line Marketing Assistant. The deadline for submission is April 29th, 2022*