

Marketing & Communications Assistant

Organization:

The American Swedish Historical Museum in South Philadelphia is the oldest Swedish Museum in the United States. Founded in 1926, the Museum has been dedicated to preserving and promoting Swedish and Swedish-American cultural heritage and traditions for more than 80 years. We welcome all people to explore cultural identity through the story of Swedes and Scandinavians in America. The American Swedish Historical Museum is a community dedicated to preserving and interpreting material culture, and is alive with celebrations, exhibitions, and learning experiences.

Position Description:

The American Swedish Historical Museum is accepting applications for a Marketing & Communications Assistant. The position is 14 hours per week, with flexible hours and potential to work from home. This is a temporary position starting in January 2022 through summer 2022. The position offers an hourly rate of \$14.

The basic duties of this internship position are to assist in ASHM marketing and communications. This includes drafting social media and email communications, as well as creating designed printed marketing materials. In this position the intern 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.

Responsibilities:

- Maintain and update ASHM Social Media Calendar
- Create social media copy and post on ASHM platforms
- Assist in developing new social media campaigns or initiatives
- Draft weekly public email communications to ASHM community
- Designing printed marketing material for ASHM events and programs
- 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

Requirements:

Ideal candidates will have experience in using social media platforms, electronic communications, Adobe Creative Suite, Microsoft Office Suite, and copy-editing. Experience in arts and cultural institutions is a plus. Connection to or knowledge of Scandinavian cultures a plus.

Minimum education is a Bachelor's Degree or is currently enrolled at a college or university. Majors in marketing, communications, English, public history, museum studies, or related fields are preferred.

If interested, please send a resume or CV, cover letter, and three references to jobs@americanswedish.org. **Deadline for application is November 1st, 2021.**

The American Swedish Historical Museum is an Equal Opportunity Employer.