

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

MARKETING INTERN

POSITION: PART TIME / SPRING 2021 / 10 – 15 HOURS PER WEEK

RESPONSIBILITIES

- Assist Marketing Coordinator in maintaining and creating social media campaigns including researching and drafting social media posts according to PlayHouse guidelines and mission.
- Help manage PlayHouse Times website (playhousetimes.org).
- Help with e-blasts.
- Support Park District marketing more broadly.
- Attend PlayHouse staff and marketing meetings when possible.

SUCCESSFUL CANDIDATES WILL HAVE

- Applicants must be upper-level undergraduate (sophomore, junior or senior) or graduate level.
- Excellent communication skills, both written and verbal and strong interpersonal skills including comfort interacting with children and families.
- Coursework or experience in marketing; interest in social media marketing and / or branding preferred.
- Experience or interest in the work of children's museums / community non-profits. Previous museum experience is not required.
- All intern placements are contingent upon the successful completion of screening requirements including a background check. Please be sure to fill out application in addition to sending resume and cover letter.

OTHER

- The Peoria PlayHouse Children's Museum is a children's museum located in Glen Oak Park. The PlayHouse offers 8,000 square feet of exhibit space with hands-on, interactive exhibits which showcase the industry, culture, and natural environment of Peoria and Central Illinois. In addition to permanent exhibits, the PlayHouse also offers a number of workshops and programs for families, kids and adults.
- Successful interns are innovative thinkers, leaders, are outgoing, possess a commitment to diversity, and have excellent customer service in support of PlayHouse goals.
- Internship dates and hours: January – mid-May (flexible). Interns during the school year are expected to work between 10 and 15 hours per week.
- Please note, while Internships are unpaid, the Park District will work with your school to allow credits where available.
- To apply for a college internship: Please complete the Intern Application Form located at: <https://forms.peoriaparks.org/peoria-playhouse-internship-application/>
- Please contact Rebecca Shulman, Director at rshulman@peoriaparks.org with additional questions.

