An internship with Heritage Museums & Gardens offers valuable experience working in a non-profit setting at the largest public garden in Southern New England. Located on 100 acres of gardens and nature trails on the banks of Shawme Pond in Historic Sandwich, Heritage is known for magnificent grounds, encyclopedic collections of flowers, water features and sculpture. Hidden Hollow, a family-friendly feature, is a place for exploration of the natural world and learning about environmental stewardship. Heritage offers changing special exhibits and permanent exhibits that include world-class automobiles, a working carousel and a nationally significant American Folk Art collection.

Duties and Responsibilities of Marketing Interns:
• Performs duties in support of Marketing and Group Sales
• Assists with promotion of Heritage events and exhibits through online event promotions
• Assists with implementation of social media plan
• Helps with the organization of Heritage’s image and media library
• Provides written content for weekly e-newsletters and other marketing communication
• Assists in the writing, proofing, and distribution of news releases
• Other duties as assigned

Requirements:
Courses in marketing and/or communications a plus. Excellent customer service skills with an emphasis on providing a memorable visitor experience. Pleasant, professional phone manner. Computer proficiency, including a working knowledge of Microsoft Outlook, Word, and Excel.

Duration and Hours:
Up to 20 hours per week. Schedule may vary.

Required Documentation:
Resume, cover letter, documentation required for college program, completion of CORI report provided and processed by Heritage

To apply, email resume and cover letter to:
Judith Goetz, Director of Marketing, Communications, and Public Relations
jgoetz@heritagemuseums.org

Please reference the name of the internship in the subject line of your email.