



Marketing and Public Relations Internship Job Description

The Organization: The Marketing/Public Relations Intern is an unpaid position of the Friends of Linden Place, a 501(c) (3) non-profit Corporation which operates under Bylaws adopted June 25, 1987 and amended periodically since that date. Purpose of the organization is acquiring, restoring, securing and maintaining property at 500 Hope Street, Bristol, Rhode Island known as Linden Place; also, development of a program of uses that will insure access and enhance the artistic, cultural, and educational life of the town, state, and nation.

Reports to: Museum Administrator, Bettina Bucco

Duties:

- Assists in the creation and editing of press materials including, press releases, posters, flyers, postcards and brochures in order to promote upcoming events and fundraisers at Linden Place.
- Assist in maintaining presence on all social media platforms
- Research and writing content for social media, seek out new targets and audience for promotional material and advertising
- Maintain and managing marketing inventory and lists
- Distribute press materials to publications, online sources and local attractions
- Follows up with publications to verify that materials have been received to ensure timely inclusion in newspaper, online calendars, magazines, etc.
- Answers the office telephone, direct calls, greets museum visitors, answers questions regarding Linden Place events and services, and provides general office support to Linden Place staff.
- Assist with event preparation and overseeing and executing various events (lectures, concerts, fundraisers) including ticket sales, greeting guests, answering questions, troubleshooting and support of Linden Place staff

How to Apply: Please email your resume to bbucco@lindenplace.org with “Marketing and Public Relations Internship” in the subject line.