JOB TITLE: Communications Intern
DEPARTMENT: Communications
DIVISION: External Affairs
DATE: June 2020

POSITION OVERVIEW:
The communications intern will work closely with the assistant communications manager and communications manager, under the direction of the senior communications director, in the areas of news media, filming and special event coordination, and internal communications.

The intern will assist in the daily tasks of the communications team, including news mention tracking, generating coverage reports and fielding inquiries from the media. He/she will also help to coordinate and staff media filmings onsite, interfacing with members of the media and film and television crews professionally and cordially. The intern will also participate in content planning meetings for the MEMO blog and contribute to the blog. He/she will assist in email marketing campaigns through updating email databases and drafting email copy. In addition to these project-focused tasks, the intern will assist in file organization, creating presentations, preparing meeting materials, and other tasks as assigned.

ESSENTIAL FUNCTIONS:
- Identify outlets, columns, blogs, and new mediums for storytelling opportunities
- Track news about the Memorial and the Museum, including the collection of print and online news items
- Assist in all facets of the media filming and media ticket request and approval process, including managing the onsite filming calendar, generating filming permits and staffing filmings alongside communications team members
- Assist in media coordination around events and VIP visits
- Conceptualize, write, and edit blog items for the MEMO blog
- Ability to plan and execute a long-term project, to be presented at the end of the internship period

GENERAL QUALIFICATIONS:
- The summer internship program runs Monday, June 1, 2020, through Friday, August 7, 2020. This internship is offered four days/week (Monday through Thursday).
- Must be currently enrolled as an undergraduate or graduate student
- Must have excellent written and oral communication skills
• Familiar with relevant computer programs, including Microsoft Office suite
• Must be prepared to provide writing samples during the application process.
• As appropriate, ability to deal with difficult and sensitive materials related to events of September 11, 2001
• All intern applicants must disclose any current association with a member of staff of the 9/11 Memorial & Museum

**Note:** *Individuals participating in an internship position are not disqualified from, but are not entitled to, a position with the National September 11 Memorial Museum during or upon completion of their internship.*

**HOW TO APPLY**

• Include job title in the email subject field
• Please state the location where job posting was seen
• Send cover letter and resume to 9/11 Memorial Jobs - Communications 911mmcommsjobs@911memorial.org