



POSITION DATA

JOB TITLE: Communications Intern (Fall)
DEPARTMENT: Communications
DIVISION: External Affairs
REPORTS TO: Assistant Communications Manager
DATE: September 2019

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 will contribute to the blog. 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 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.

GENERAL QUALIFICATIONS:

- This Internship runs end of September/early October for 10 weeks, between 16–32 hours a week, depending on the candidate's availability.
- The intern will be expected to have weekday availability for the above hours, with some flexibility for occasional needs for weekends/evenings.
- Currently enrolled as an undergraduate or graduate student.
- Excellent written and oral communication skills.
- Familiarity 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.*

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify or reassign job responsibilities, duties and scheduled work hours as per business needs.
- This document is a communication tool and not intended as a written or implied contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

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 911mmcommsjobs@911memorial.org.