

## Events and Marketing Intern Job Description 2018

Job Title: Events and Marketing Intern

Responsible to: Executive Director & Curator

Description: The Crested Butte Mountain Heritage Museum (CBMHM) is seeking a creative, detail-oriented student with strong communications, planning and computer skills to assist the Executive Director and the Curator with events and marketing. This is a great opportunity to gain valuable experience while working on a variety of projects involving event coordination, marketing, public relations and fundraising.

Location: The CBMHM is located in the historic Crested Butte Hardware Store at 331 Elk Avenue, Crested Butte, CO 81224.

Time Commitment: Part-time, flexible schedule, average of 6 hours per week includes office time and support for special events. May 2018 – August 2018

Compensation: A \$500 stipend will be paid to interns successfully completing their semester long internship. The CBMHM will fill out necessary paperwork for interns to earn academic credit through their university.

Responsibilities:

- Assist with implementation of marketing and public relations plans, including updating content on the website and social media posts.
- Assist with event collateral and marketing content development.
- Assist with event planning, set-up, implementation, and take down.
- Assist with scheduling volunteers for events, docents and tour guides.
- Other duties as assigned.

Qualifications:

- Strong interest in events, marketing and non-profit communication.
- Strong organizational skills, with keen attention to details as well as excellent problem solving abilities.
- Strong interpersonal skills and ability to work with others.
- Ability to work independently, take initiative, juggle multiple priorities, and perform follow up.
- Excellent oral and written communication skills.
- Knowledge of Microsoft Office applications.
- Proficiency in or willingness to learn programs such as Wordpress and MailChimp.
- Experience working with social media platforms (i.e. Facebook, Twitter, Instagram).
- A commitment to the CBMHM's mission.

- At least two years of undergraduate work completed with a minimum 3.0 GPA/4.0 scale.

#### Organization Background:

The mission of the Crested Butte Mountain Heritage Museum (CBMHM) is “to preserve and share the uniquely diverse cultural history of the Gunnison Valley. We make the past a living part of the future.” Since its founding in 1991, the CBMHM has been dedicated to preserving local history. It started as a grassroots organization seeking to save historic treasures such as the Crested Butte Water Tower and gradually expanded its mission to preserving and sharing the history of the Gunnison Valley. In 2003 the CBMHM relocated to the historic Crested Butte Hardware Store, affectionately known as Tony’s Conoco. In addition to sharing local history with residents and visitors through our evolving exhibits, the CBMHM maintains an ever growing collection of local historic artifacts and offers educational programs including student field trips, Historic Walking Tours, Historic Pub Crawls and a Speaker Series to the public.