ARMENIAN LIBRARY AND MUSEUM OF AMERICA

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ALMA INTERNSHIPS

As the largest Armenian museum in the Diaspora, ALMA offers a wide-range of exciting internship opportunities for undergraduate and graduate students who want hands-on experience to build their careers.

Qualified interns are enthusiastic students with either a background in art history, anthropology, communications, graphic design, web development museum or library science, and/or are interested in Armenian history and culture. All applicants must have a keen eye for detail, excellent organizational skills and a desire to learn.

Applications for internships are being accepted immediately and will be evaluated on a rolling basis. To apply, please email the following attachments to Christie Hardiman, Public Relations and Membership Outreach Coordinator (christie@almainc.org) in Microsoft Word form: a cover letter stating your personal interests, skills, and academic/career goals; a resume; and one letter of recommendation from a professor, academic advisor or previous/current employer.

Public Relations

The public relations intern helps execute media campaigns and assists the PR Coordinator with various PR activities

Responsibilities:

- Write and post calendar listings for online and print media
- Prepare press materials
- Maintain press clippings and editorial calendar
- Assist with promotional mailings
- Help write copy for internal and external publications
- Some administrative tasks, including but not limited to: typing correspondence, sending acknowledgements for donations and gifts, general mailings,

Qualifications:

- Bachelor's degree in communications, marketing or a related field OR an undergraduate student with some experience in public relations.
- Excellent written and verbal communication skills a must;
- Excellent organizational skills;
- Excellent computer skills, particularly MS platforms, including Word, Outlook and Excel; Knowledge of Sagebrush, PastPerfect or other museum software is a plus, but not required (on-site training will be provided
- Strong interpersonal skills, ability to work well with others and independently

Compensation:

- College credit