



Spring/Summer 2023 Internship  
10 Weeks (200 hour, \$500 Stipend)

Overall Job Purpose:

AMOA is now offering a Spring/Summer internship opportunity for a qualified student pursuing experience in art therapy, museum studies, curation, marketing, public relations, and/or event coordination. This role will be instrumental in developing marketing, branding, and a social media campaign for upcoming events and exhibitions. The internship will also require research to assist with new programming related to AMOA's upcoming redesign.

Reports To: All relevant personnel including Executive Director, Programs and Collections Manager, as well as the Business and Events Coordinator.

Key Duties:

1) Social Media Community Management

- a. Assist with streamlining company social media accounts (e.g. Facebook, YouTube, Instagram, and other social media platforms), ensuring uniform content and tone of voice for landing pages, graphics, and other elements within the communities.
- b. Increase the number of followers by following and engaging with potential clients and candidates.
- c. Posting updates to the Company's Facebook and Instagram accounts
- d.. Work with directors to implement other channel-specific campaigns (e.g. uploading photos, videos, etc)

2) Assist with event planning and marketing of events

- a. Logistics planning
- b. Marketing

3) Assist with front desk/reception

4) Special projects

- a. AMOA Summer Exhibition (*Inspiration*)
- B. AMOA Winter Exhibition (*Deck the Walls*)
- C. Research related to upcoming AMOA lower-level re-design. This will include research about new programming related to teaching through the arts, working with students with disabilities, and art therapy programming.