



204 N. Ottawa St.
Joliet, IL 60432
815.723.5201

Fax 815.723.9039
www.jolietmuseum.org

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The Joliet Area Historical Museum is a history museum located in the heart of downtown Joliet. The \$9.4 million dollar museum opened in the fall of 2002 and serves a diverse population.

Purpose: The Marketing Intern will assist the Marketing and/or Special Events Managers in the development, implementation and evaluation of public relations programs. These programs will target membership, volunteers, corporations and the regional community. The internship experience will be mutually beneficial for both the intern and the Museum.

The Marketing Intern will benefit as they gain valuable experience in public relations that will help develop them as a public relations professional. Concluding the internship, the intern will have a portfolio for use in interviewing and experience in developing and implementing marketing/public relations programs.

This internship will require excellent writing and oral communication skills, ability to work independent of supervision, and experience with databases and publishing software. The intern must be able to work with diverse personalities and populations.

Internship Requirements:

1. Complete one major project. This project will be chosen from a list of projects compiled by the Marketing and/or Special Events Managers. The Intern will meet every two weeks with the two Managers to assess progress. Here are examples of recent projects:
 - Publicity and marketing for a Space Camp giveaway, including solicitation of sponsorships.
 - Developing a marketing piece that showcases the museum's rental spaces, including solicitation of advertisers.
 - Planning and coordinating Kidzfest, an outdoor festival that serves 9,000 attendees
2. Assist with the design, layout and story writing for the quarterly newsletter.
3. Write and distribute public service announcements and press releases for various events and happenings at the museum.
4. Assist in development of the annual report.
5. Work with volunteer committees to carry out special events and fund-raising programs.
6. Gain experience in the other areas of the museum to understand how the parts of the museum work as a whole to fulfill the Museum's mission.

Supervision: The Marketing Manager and/or Special Events Manager will be responsible for the supervision and evaluation of the Public Relations intern. Supervisory meetings will be held at least every two weeks.

To Apply: Please submit a completed Internship Application Form, a letter of interest including a description of what you hope to gain from an internship and a writing sample (at least two paragraphs) to Leslie Bolin via email or fax.

Contact:

Leslie Bolin, Marketing Manager

Joliet Area Historical Museum

204 N. Ottawa Street • Joliet, IL 60432

815-723-5201 ext. 223 • l.bolin@jolietmuseum • Fax: 815.723.9039