ORGANIZATION DESCRIPTION:

Mission

The Kirkman House is one of the Northwest's most outstanding Victorian structures. It was built by William Kirkman. The home has been restored into a period house museum. In 1982, H.A.D. received an award for outstanding work in historic preservation from the Washington State Trust for Historic Preservation. Today the home is privately owned and operates as a non-profit organization under the management of a revolving Board of Directors.

PURPOSE OF POSITION: Kirkman House Museum is seeking a social media intern to help manage, create, and monitor content for our owned channels, as well as contribute to the development of our ongoing social strategy. This is a remote position, with work to be completed primarily from the WWU campus, with regular in-person strategy/updates meetings.

KEY RESPONSIBILITY AREAS:

• Manage incoming social content requests from across teams, including communication and scheduling;
• Conduct relevant research and write content for all social media and communication channels (Twitter, Facebook, Instagram, and Website);
• Work with Intern Manager to review drafts and finalize;
• Coordinate with Intern Manager to develop any necessary to inform the public and raise general and event awareness;
• Schedule and post all content across all owned channels;
• Monitor and respond to comments from organic and paid social content;
• Work with staff to create a media calendar
• Meet deadlines according to the editorial calendar;
• Help shape the museum’s social voice and behavior;
• Work with staff to inform channel strategy

The Social Media Manager Internship will give interns the opportunity to explore the many facets of content strategy including project management, strategy, and creative development. The responsibilities of this position will push the intern to sharpen their approach to communication, and their ability to write in a clear, succinct, compelling way.

Qualifications:

• Junior or Senior Standing with minimum 3.0 GPA
• Marketing, Communications majors preferred but not required
• Is detail-oriented, collaborative, and can communicate well across teams
• Has proven writing experience and can provide samples
• Is comfortable using social media platforms (especially Twitter, Facebook, Instagram, web content)
• Experience with related tools
Other:

- This is an unpaid internship.

- Work approximately 10-12 hours per week with flexible work hours and days. We understand the demands of class attendance and coursework, therefore we offer a degree of flexibility to our interns to ensure their continued success at University.

- This internship will be mostly completed remotely at the WWU campus, with weekly check-ins and updates.

QUALIFIED CANDIDATES SHOULD EMAIL A RESUME, COVER LETTER AND WRITING SAMPLE TO:

Rick Tuttle at rt@kirkmanhousemuseum.org

Kirkman House Museum n Systems is an equal opportunity employer.