



**SMART MUSEUM OF ART**  
THE UNIVERSITY OF CHICAGO

### **MAPH Communications Internship**

This internship offers the opportunity to get broad arts communications experience by assisting the Smart Museum of Art's external relations team with new and ongoing efforts. The internship will focus on (1) promotion and documentation of the summer reinstallation of the permanent collection galleries, a series of related opening cookouts, and a related partnership and object-based learning experience for teens on the South Side; and (2) advance planning and communications for the exhibition *Revolution Every Day* and a new site-specific installation in the Museum's lobby and sculpture garden, which both open mid-September.

Other day-to-day activities may include: writing and editing content for the Smart Museum's quarterly newsletter, annual report, and other channels; producing event flyers and other promotional materials; composing e-mail campaigns; building and engaging audiences through the Smart's blog and social media platforms (Facebook, Twitter, Instagram); and providing other communications support as needed.

### **Qualifications**

Excellent writing, editing, and communication skills; Excellent organizational skills; ability to handle a variety of projects while on deadline; Flexibility and dependability; Proficiency on a Macintosh computer; Familiarity with programs such as Adobe Creative Suite (InDesign, Illustrator, and Photoshop), Microsoft Excel, Word, and PowerPoint, and FileMaker Pro; Social media experience; Knowledge of Chicago-area media; Ability to work well on own and on collaborative projects; Have an interest in the arts; experience working in a museum or other visual arts institution a plus, but not required.

### **Hours**

Candidates may start the internship by mid to late June, and continue through the summer for 30 hours/week for 10 weeks; an arrangement may be made in advance for the intern to work fewer hours per week over a longer period of time.

### **To Apply**

To apply, e-mail letter of interest and current resume to C.J. Lind, Associate Director, Communications, [cjlind@uchicago.edu](mailto:cjlind@uchicago.edu).

*No telephone inquiries please.*