

Science Museum of Virginia Public Relations Internship

Description of Organization:

The Science Museum is a state institution under the Virginia Department of Education. We are a hands-on science center with more than 250 permanent interactive exhibits and a 5-story dome-screen theater with a digital surround sound system. This is the only IMAX®/DOME theater between Charlotte and Philadelphia. The Virginia Aviation Museum, Danville Science Center and Belmont Bay Science Center are divisions of the Science Museum.

General job duties of Public Relations Interns:

- Researching and writing basic news releases and public service announcements for statewide distribution.
- Work with PR Coordinator to help meet needs of broadcast and print reporters and photographers.
- Assist in creating press kits for major events.
- Maintain newspaper clipping files.
- Work with marketing and other museum departments in developing and executing PR events to generate news coverage of the Science Museum, its programs and projects.
- Provide support in faxing and mailing museum releases.
- General office and project support for Marketing Department.

Qualifications applicants should possess:

- Candidate should have strong writing skills. Knowledge of journalism and PR are helpful.
- Ability to work on computers or the ability to learn the software quickly.
- Should be prepared to work in a business environment.
- Ability to work on deadline.
- Ability to work alone as well as part of a team.

Internship training includes:

- Conversational/broadcast news style writing
- News release formats and AP style.
- How to write to encourage news coverage and create public interest.
- As text I use Writing News for Broadcast by Edward Bliss, Jr. and John M. Patterson

This internship is offered year-round. Hours are flexible. This is an unpaid internship.

Applicants should e-mail resume, two written references and writing samples to:

Nancy Tait, Public Relations Manager Science Museum of Virginia

E-mail: ntait@smv.org | Phone 804-864-1407

The Science Museum is located at 2500 West Broad Street, Richmond VA 23220