

# Marketing Intern



**Length:** June 1<sup>st</sup> – August 20<sup>th</sup> 2021

**Location:** Nashville, Tennessee

**Work hours:** 20 (min) - 35 (max) hours a week

**Application Deadline:** March 5, 2021

This is an unpaid internship.

## Organization Summary

The mission of the Tennessee Holocaust Commission is to educate Tennesseans about the history of the Holocaust, seeking to remind citizens that prejudice, hatred and violence, as manifested in the Holocaust and other genocides, leads to the destruction of a humane society.

In 1984, the Tennessee Holocaust Commission was created through an act of the state legislature with the purpose of educating others about and commemorating the Holocaust. In 1996, new legislation recreated the commission to recognize its primary role as education and to create a parallel not-for-profit body. This agency's Commissioners, appointed by the governor, function as part of the commission as a whole.

The Tennessee Holocaust Commission, now one of the most celebrated organizations of its kind in the nation, provides a variety of educational services and opportunities. These frequently include the creation and implementation of resources, workshops, conferences, exhibits, learning and in-service seminars, as well as publications for the educational and general community. Each year, the commission supports annual Days of Remembrance across the state, including an observance on the Capitol grounds. It has facilitated primary educator learning opportunities for study in Washington D.C. and Europe. Furthermore, it is committed to continuing the growth of Holocaust education throughout the state of Tennessee.

## Duties and Responsibilities

The Tennessee Holocaust Commission requires the services of an intern to support ongoing marketing efforts, media outreach, and amassing digital communication resources. The intern's areas of responsibility will include:

- Organizing marketing database of Commission contacts, patrons, and partners
- Implementing the internal communications calendar; drafting and executing social media posts, mass digital communications such as invitations, newsletters, etc.
- Coordinating website development, particularly the implementation of events calendar and blog posts
- Researching and proposing potential media opportunities and partnerships for the Commission

In addition to the above duties and responsibilities, all interns will participate in a weekly professional development seminar and Holocaust education sessions. The goal of these seminars are to educate interns on the history of the Holocaust and to prepare interns for the cultural non-profit workforce.

## Minimum Qualifications

Required:

- Experience, or strong interest, in managing and implementing non-profit marketing strategy
- Strong research and writing skills
- Strong computer skills, including familiarity with the Microsoft Office and Adobe suites, Facebook, and Twitter
- Attention to detail
- Ability to work effectively with minimal supervision
- The completion of at least one semester (or equivalent) of college-level coursework. AP level high school coursework may be considered for exceptional applicants.

Preferred:

- Graphic design experience preferred, but not required
- Wordpress experience preferred, but not required.
- Knowledge of general 20th century European history; some knowledge of World War II and Holocaust-era history.

## How to Apply

Please submit:

- A resume highlighting your experience
- Cover letter addressing: How have your experiences prepared you for this internship with the Tennessee Holocaust Commission, and how would the internship program support your personal and/or professional goals?
- Optional marketing copy, journalism writing, graphic design, or website design work sample

**Please send the items listed above with "Marketing Intern [Last Name]" in the subject line in one e-mail to [tnholcom@tnholcom.org](mailto:tnholcom@tnholcom.org).**

**The deadline for application is March 5<sup>th</sup>, 2021. Candidates will be notified of interview status no later than March 12<sup>th</sup>.**

Candidates are allowed, and encouraged, to apply for more than one internship with the Tennessee Holocaust Commission.

*For more information about the Tennessee Holocaust Commission, please visit [tnholcom.org](http://tnholcom.org). The Tennessee Holocaust Commission is an Equal Employment Opportunity Employer. This position is open to all qualified individuals, and the Commission encourages applications of all backgrounds, race, ethnicity, religion, and sexual orientation.*