Marketing, Media, Design, and Big Data Internship

C.V. Starr Center for the Study of the American Experience

The Starr Center is seeking a paid, part-time, non-credit intern for the position of Marketing, Media, Design and Big Data Internship. The intern will market and promote Starr Center positions, events, and programs online, on campus, and across town. They will be expected to learn various Adobe programs to create posters and fliers as well as edit images, documents, and audio-tracks for web presentation. In time, they may be asked to take photographs for the Center and/or create written and visual material for the Starr Center’s various digital interfaces, including Facebook, WordPress, and LiveWhale. Interns will also be asked to develop their skills on Excel, creating data-tracking and presentation systems for grant applications and annual reports. Applicants can set their own hours, but are expected to commit to at least 4 regularly-occurring hours per week, plus the opportunity for flex time. The position is available September - December and can be considered for extension through the spring semester.

Hired interns will have access to paid training labs, professional-development salons, and student-proposed continuing-education workshops. Starr Center interns are also eligible for raises and promotions within the Starr Center’s many internship positions and programs, including StoryQuest, Museum on Main Street, and the Patrick Henry Research Assistantship. Interns often secure early invitations to the Center’s speaker series, road trips, museum visits, concert series, and fellowship dinners.

The Starr Center is located in the 18th century Custom House building on the Chestertown waterfront, at 101 South Water Street.

DUTIES AND RESPONSIBILITIES

- Work on logistics in support of Starr Center Program Manager to conceive, plan and coordinate a variety of events, including talks, performances, residencies and student programs
- Design and distribute fliers, posters, and digital promotional materials for events, using the Adobe suite
- Attend on-campus and off-campus events to promote Starr Center programs and positions
- Design and populate Starr Center’s web materials
- Design data-tracking and presentation systems for grant applications and annual reports
- Consider larger questions concerning digital design, marketing, media, and big data
- Participate in Starr Center training labs and professional development workshops
- Assist in other Starr Center related duties as assigned and/or interested

REQUIRED SKILLS

We are looking for responsible and dependable students with excellent communication skills who seek to continue developing their design, marketing, and/or business administration skills. Working knowledge with Adobe design programs, WordPress, and Excel is sought but not required. Experience with photographic and audio editing programs is also sought but not required.

If interested, please send a completed application form and résumé to Dr. Patrick Nugent, Deputy Director, C.V. Starr Center for the Study of the American Experience at pnugent2@washcoll.edu. The application form can be downloaded at: https://www.washcoll.edu/centers/starr/starr-center-internships/