HERMITAGE
museum & gardens

Hermitage Museum & Gardens

Marketing & Communications Internship | Semester-Based

ABOUT THE INTERNSHIP

The Hermitage Museum & Gardens, a historic arts and cultural institution in Norfolk, VA, offers a dynamic Marketing & Communications Internship for students interested in promoting classes, exhibitions, and events in a museum and arts school setting. This opportunity allows interns to work closely with the Marketing Manager to gain hands-on experience and contribute to the museum's mission.

FOCUS AREAS

- Creating and archiving print & digital content
- Participating in photo/video shoots
- Copyediting newsletters, press releases, and other written material
- Adding public programs to online event calendars
- Designing and installing signage
- Assisting with special events
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- The Hermitage Museum Internship is an unpaid, volunteer position. Students are responsible for contacting their respective school for all academic and funding requirements.
- Applicants must be at least 18 years of age and receiving college credit for their internship to apply.
- Hours in the office are flexible depending on the student's schedule. A limited amount of remote work is available. Occasional evenings and weekends are preferred to assist with special events.
- Strong writing and communication skills
- Graphic design skills; familiarity with Adobe Creative Suite & Canva
- Interest in arts, nonprofit management, or community engagement