



**Architectural Heritage Center**

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## Student Internships Marketing/Design Management

The **Architectural Heritage Center** offers quarterly internships open to students and recent graduates. We are a Portland based non-profit resource center for historic preservation.

### Learning opportunities and possible projects include:

- General office assistance and projects
- Lead role in managing social marketing
- Online marketing of programs and events
- Assist with quarterly printed newsletter
- Assist with digital newsletters using Constant Contact
- Assist with the management of special marketing related events including monthly artist exhibits, trade shows, house tours, etc.
- Communicate with local and regional media to obtain editorial calendars and submission deadlines
- Work with national, regional, and local magazines to coordinate flow of information regarding upcoming educational programs and events
- Maintain media tracking and advertising notebooks
- Marketing interns with experience in graphic design sometimes have an opportunity to showcase their design skill on special projects
- Participate in educational programs and events

**Compensation:** This is a **non-paid** internship. Internships can be completed for academic credit but it is not required. Students and recent graduates seeking professional work experience with no academic credit may also apply.

**Work Schedule:** Hours are flexible and based on the credit hour requirements of the individual academic program and the schedule of the intern. Work hours and a structured schedule are agreed upon prior to the start of the internship. Internships last between 12 and 20 weeks and interns typically work 14-32 hours per week with some time in the office and some independent work. For this position, candidates must be available for a full business day on either Tuesdays or Wednesdays.

**General Requirements:** Qualified Candidates will be organized, attentive to detail, have strong written and verbal communication skills, be a creative thinker, and able to work independently and as a team player.

**Job Specific Requirements:** Working knowledge of Microsoft Word and Excel is important. Ability to use PowerPoint is helpful but not required. Photoshop and InDesign skill is very helpful. Experience with Constant Contact is helpful. Knowledge of social media is important. General strength on the computer is essential.

All interested and qualified students and recent grads are encouraged to apply.

**About The Architectural Heritage Center:** Students may learn more about us on our website ([www.visitahc.org](http://www.visitahc.org)). Owned and operated by the Bosco-Milligan Foundation, The AHC hosts dozens of programs, workshops, and exhibits each year. We are also caretakers of one of the largest collections of architectural artifacts in the United States.

**To Apply:** Resumes and cover letters should be sent to Barbara Pierce via email at [barbarap@visitahc.org](mailto:barbarap@visitahc.org). Resumes are accepted on an on-going basis. Resumes without cover letters will not be accepted. Qualified candidates will be contacted to schedule a telephone interview. Resumes received after current positions are filled will be kept on file for the following term.