



## Museum Internship – social media

**Job Title:** Social Media Intern

**Contact Information:**

Lyn Berner, Director of Administration  
New Mexico Holocaust Museum & Gellert Center for Education  
Mailing address: PO Box 1762, Albuquerque NM 87103-1762  
Location: 616 Central Avenue SW, Albuquerque NM 87102  
Phone: (505) 247-0606  
Email: [lberner@nmholocaustmuseum.org](mailto:lberner@nmholocaustmuseum.org)  
website: [www.nmholocaustmuseum.org](http://www.nmholocaustmuseum.org)

**To apply, submit cover letter and résumé by mail, email or in person.**

**Expectations:**

- Conduct oneself in a professional manner
- Arrive on time on scheduled days or give appropriate notice when unable
- Meet deadlines and follow through with all commitments and tasks
- Ask for clarification and help when needed
- Create, in concert with supervisor, a flexible work schedule so that university requirements are met
- Demonstrate a willingness to learn about the Holocaust, other genocides, and issues of discrimination, social injustice, and human rights.
- Have experience in social media

**Projects:** Our goal is to provide the social media intern with meaningful learning experiences.

Interns:

- Study past social media campaigns to become familiar with museum public relations and marketing
- Research upcoming events that align with museum mission and create appropriate Constant Contact promotions to be reviewed and approved by supervisor
- Monitor social media – NMHM’s Facebook page, Instagram, and Twitter as needed to be able to respond to comments or bring them to the attention of the supervisor for response.