

Summer 2018 Dupont-Kalorama Museums Consortium Intern (DKMC)

Overview:

The Dupont-Kalorama Museums Consortium (DKMC) was established in 1983 to promote “off the Mall” museums and their neighborhoods. The mission of the DKMC is to mutually advance the member institutions and create neighborhood cultural experiences. The DKMC also serves as a vehicle to enhance a greater sense of our artistic and historical heritage for a local and national audience.

Position Summary:

The DKMC representatives seek a highly motivated, self-starting individual to assist with administrative tasks for our annual Walk Weekend in June 2018. Additionally, the intern will take the lead on updating our website and assisting with social media. You will be hosted at one of the participating museum sites and report to the Chair of DKMC. Off-site visits to member museums will be required; all museums are within walking distance. The DKMC intern will have the opportunity to assist with a variety of programs at member sites.

Essential Functions:

- Assist with preparation for Walk Weekend, including assistance during the event on June 2nd and 3rd;
- Assist with the execution of a social media and marketing plan;
- Evaluate Walk Weekend and make recommendations for future DKMC programs;
- Redesign the DKMC website(<http://dupontkaloramamc.com>) to create a more visually appealing and easy-to-use design;
- Develop a digital walking tour
- Attend DKMC meetings;
- Work offsite at DKMC institutions.

Qualifications and Experience

- Ideal candidates will be currently seeking a Bachelors or Masters degree in Business Administration, Museums Studies, or Non-Profit Management.
- This internship is unpaid. It may be used for academic credit.
- Strong written and verbal communication skills.
- Knowledge of Word Press required.
- Social Media skills required.
- Candidate must provide their own laptop.
- Graphic design knowledge a plus.
- Interest in D.C. history preferred.

To apply, please submit a cover letter, resume, and 1 page-writing sample and/or design portfolio to dupontkaloramamc@gmail.com no later than April 2nd, 2018. Position will remain open until filled.