

## **Internship Program**

Thank you for your interest in becoming an intern at the Muckenthaler Cultural Center. We look forward to providing you with the opportunity to gain hands-on experience and to enhance your knowledge by working directly with our staff, volunteers, Center Circle, and Board.

## Marketing/PR Internship:

Join the dynamic and friendly Staff at the Muckenthaler Cultural Center and gain valuable experience in the field of communications. Typical responsibilities include writing press releases, contacting media outlets, representing the Muck at events, scheduling and coordinating press releases, and much more. Those who can work in a fast-paced office environment are a welcome asset. This internship is limited to college students or graduates.

Although Interns are generally under the supervision of a specific department, they will be able to participate and actively observe in other areas of museum operations. The Muckenthaler Staff will work with students and their advisors to assist with internship and independent study programs at the student's school.

*Unless otherwise noted, please email your resume and cover letter to:* 

Muckenthaler Cultural Center Attn: Janette Pyun 1201 W. Malvern Ave. Fullerton, CA 92833

Fax: 714-738-6366

Email: janette@themuck.org

**DISCLAIMER** This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).