

# Science Museum of Virginia

## Public Relations Internship

### Description of Organization:

The Science Museum is a state institution under the Virginia Department of Education. We are a hands-on science center with more than 250 permanent interactive exhibits and a 5-story dome-screen theater with a digital surround sound system. This is the only IMAX® DOME theater between Charlotte and Philadelphia. The Virginia Aviation Museum, Danville Science Center and Belmont Bay Science Center are divisions of the Science Museum.

### General job duties of Public Relations Interns:

- Researching and writing basic news releases and public service announcements for statewide distribution.
- Work with PR Coordinator to help meet needs of broadcast and print reporters and photographers.
- Assist in creating press kits for major events.
- Maintain newspaper clipping files.
- Work with marketing and other museum departments in developing and executing PR events to generate news coverage of the Science Museum, its programs and projects.
- Provide support in faxing and mailing museum releases.
- General office and project support for Marketing Department.

### Qualifications applicants should possess:

- Candidate should have strong writing skills. Knowledge of journalism and PR are helpful.
- Ability to work on computers or the ability to learn the software quickly.
- Should be prepared to work in a business environment.
- Ability to work on deadline.
- Ability to work alone as well as part of a team.

### Internship training includes:

- Conversational/broadcast news style writing
- News release formats and AP style.
- How to write to encourage news coverage and create public interest.
- As text I use Writing News for Broadcast by Edward Bliss, Jr. and John M. Patterson

This internship is offered year round. Hours are flexible. This is an unpaid internship.

Applicants should e-mail resume, two written references and writing samples to:

**Nancy Tait, Public Relations Manager**

Science Museum of Virginia

E-mail: [ntait@smv.org](mailto:ntait@smv.org)

Phone 804-864-1407

*The Science Museum is located at 2500 West Broad Street, Richmond VA 23220*