Communications Intern  
Sterling and Francine Clark Art Institute

**Position Summary**

Assist Communications Department personnel and others to promote and raise awareness of the Clark on regional, national and international level utilizing public relations, marketing, social networking, and advertising to achieve goals.

**Essential Functions**

1. Write copy and coordinate text and images for calendar of events, member newsletter, website, and other promotional materials
2. Manage various social networking platforms to promote Clark exhibitions, events, activities, etc.
3. Write, edit and distribute press releases for exhibitions, lectures, concerts and other special events as assigned.
4. Write, edit and format e-blasts to members/friends of the Clark
5. Assist with media relations, providing prompt responses to press inquiries, coordinating requests for images, interviews, and visits.
6. Proofread and copy edit Clark publications and related ephemera according to Clark and Chicago styles.
7. Oversee posting of internal and external calendar listings and advertising for accuracy and timely dissemination of information.
8. Manage regular postings on Clark website to promote upcoming events, activities, etc.
9. Assist with production coordination of all Clark print materials: maintaining project tracking sheet; coordinating proofreading and copy editing; and assisting graphic designer in monitoring projects and maintaining schedules and budgets.
10. Maintain press lists through online data base system, maintain press clipping books and prepare media summaries as directed.
11. Upload advertising and other files according to print deadlines.
12. Develop and implement promotional opportunities to highlight the ClarkNOW program … includes driving the Clark car, postering, community events participation, etc.

Perform other similar duties as assigned or as requested by supervisor.