

Marketing & Communications Internship – Hancock Historical Museum *(Summer 2026)*

The Hancock Historical Museum is seeking a motivated and creative Marketing Intern to support the museum's outreach, event promotion, and facility rental operations during the summer season. This internship is ideal for students interested in marketing, graphic design, or nonprofit communications who want hands-on experience in a dynamic cultural organization.

The intern will work directly under the Executive Director and collaborate with museum staff to enhance visibility, support community engagement, and assist with event logistics.

Job Duties:

Marketing & Communications

- Create digital content for social media platforms (Meta) and the museum website (Wix).
- Assist with event marketing, including graphics, promotional copy, and scheduling posts.
- Support the production of print materials such as flyers, rack cards, and donor communications.
- Help maintain consistent branding aligned with the museum's mission.
- Contribute to the quarterly newsletter by gathering stories, images, and program highlights.
- Work closely with the Development & Events Intern on Canva and provide platform/design insights.

Event Support

- Assist with day-of coordination for museum programs, family events, and fundraisers.
- Provide on-site museum support one Sunday per month.
- Collaborate with staff to prepare marketing materials for children's programs and community events.

Facility Rentals

- Help manage facility rental inquiries, including responding to potential renters and providing basic information.
- Assist with scheduling, setup needs, and communication with staff and renters.
- Support record-keeping related to rental activity.

Skills & Qualifications

- Coursework or experience in marketing, communications, graphic design, public relations, or event management.
- Familiarity with Canva.
- Strong writing, communication, and organizational skills.
- Ability to work independently and manage multiple tasks.
- Comfort with light manual labor during event setup/teardown.
- Interest in nonprofit work is a plus.

About the Hancock Historical Museum

The Hancock Historical Museum is a 501(c)(3) nonprofit organization dedicated to preserving and sharing the rich heritage of Hancock County. Through exhibits, educational programming, and community events, the museum inspires appreciation for local history and fosters meaningful connections across generations.

How to Apply

Interested candidates should submit:

- A resume
- A brief cover letter describing interest and relevant experience

Send materials to:

Abigail Inbody, Executive Director – ainbody@hancockhistoricalmuseum.org