



POSITIONS: Academic Internship | Marketing  
REPORTS TO: Associate Director of Communications  
TIME COMMITMENT: Up to 10 hours per week for 10-12 weeks  
COMPENSATION: \$15/hour, up to \$1500  
STATUS: Fall 2026 (August-December)

### **Job Summary**

The MMA (paid) Internship program provides opportunities for hands-on experience learning about museum marketing. Assigned to work directly with the Marketing Department and Department of Academic Affairs, interns will support the Marketing team across digital and print communications, event promotion, and marketing operations. One internship is available for undergraduate or graduate students from colleges/universities throughout the state of Mississippi.

### **Essential Functions**

#### *Marketing Intern*

- Assist the Marketing Department with content development, calendar management, and campaign execution, while helping to maintain organized systems and workflows across the department
- Digital and Website support
  - Add and update events on the MMA website and partner platforms
  - Add and manage events on Facebook and Linktree
  - Review and maintain the social media calendar ensuring key events are shared with social media partners
  - Capture live video and photo content for IG stories or other social platforms
- Marketing
  - Review and proofread marketing and communications materials
  - Capture video and photo content as needed for promotional use
  - Coordinate rack card distribution
  - Collect and archive print advertisements from purchased publications for internal records
  - Support internal scorecard and reporting
  - Organize photo archive

- Begin building and maintaining the 50th anniversary photo folder
- Track and maintain the Ongoing Programs document and coordinate updates with internal teams
- Email Marketing
  - Review and maintain contact lists, including media
  - Track email performance and support reporting on analytics
- Advancement
  - Review and maintain fiscal year calendar
- Other duties specific to the department as needed

### **Time Commitment and Compensation**

Interns may complete up to fifteen (10) hours of work per week at the Museum, not to exceed 100 hours total over the course of the fall term. Compensation will be made on a bi-weekly basis, based on the number of hours completed during the preceding pay period.

### **Requirements**

- Rising sophomore, junior, senior, or graduate student at a college or university in Mississippi
- Strong attention to detail and accuracy
- Strong writing and editing skills across email, press materials, and marketing copy
- Excellent time management and ability to prioritize tasks
- Proactive mindset with the ability to anticipate needs
- Maintains a calm, solutions-oriented approach when managing competing priorities
- Ability to remain organized in a fast-paced environment
- Demonstrates initiative in filling gaps while reinforcing shared responsibility across the team
- Comfort with technology and collaborative working environments

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here represent those that an employee must meet to perform essential functions successfully. Reasonable accommodation enables individuals with disabilities to perform the essential functions. Some duties may require extended periods of standing, walking, kneeling, pushing, pulling, reaching, carrying, lifting, and moving objects of five pounds or more. Working conditions may include indoor and outdoor tasks in varying weather conditions.

## **Application Requirements**

1. Brief Letter of Application (not to exceed 2 pages) that addresses the following questions:
  - What interests you in this professionalization opportunity at MMA?
  - Drawing on your extracurricular activities, areas of study, background, or other experiences, discuss how you might contribute to the Internship, and how the Internship might benefit your academic and career goals.
- Intended as a sample of your professional writing, your Letter of Application should be original work.
2. Current Resume

**All materials should be submitted as a single PDF document.**

## **Application and Selection Process**

Submit applications and questions to [careers@msmuseumart.org](mailto:careers@msmuseumart.org) by **June 26**. At the close of the application deadline, the internship selection committee will review all application packages and contact the final candidates to schedule interviews.

## **About the Mississippi Museum of Art**

The Museum is an Equal Opportunity Employer and is committed to creating a diverse and inclusive environment. All qualified applicants will receive consideration for employment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it is our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

## Mission

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

## Vision

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and thinking how museums will work with their communities in the future.

## Core Values

- **Artworks + Artists:** Museum programs recognize artworks as primary sources of meaning and explore them in the context of their creation and creators; the Museum builds relationships with artists, amplifies their voices through exhibitions, and engages them with new audiences.
- **Warm Welcome + Inclusion:** The Museum models gratitude and hospitality for all people and demonstrates inclusiveness at all levels of its operations and programs; everything, from the exhibitions to the gardens, is thoughtfully designed to prioritize accessibility, ensuring that everyone can participate fully. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- **Excellence + Equity:** Museum programs, exhibitions, and collections place artistic value as central and simultaneously challenge traditional hierarchies of genre and style.
- **Local Relevance + National Importance:** The Museum facilitates investigations into Mississippi's cultural histories that resonate with Jacksonians and Mississippians; the resulting programs hold up a mirror to the world, attracting local and national partners who seek to explore our shared histories.
- **Honesty + Diversity:** Honoring diverse viewpoints, histories, and lived experiences, the Museum is a place for honest conversations that explore power and privilege in services of learning, understanding, and empathy.
- **Trust + Exchange:** The Museum believes accurate interpretation of artworks depends on lived experience as well as scholarship. The Museum invites intellectual exchange between the audiences, staff, and artists who create exhibitions and deepen their meaning through their exploration.
- **Resilience + Sustainability:** Museum operations and facilities are designed with attention to the present and future needs of visitors and environment alike; recognizing the increasing need for adaptability in the face of uncertainty, the Museum prioritizes strength, adaptability, and growth.

## Employee Values

A successful member of the Museum's team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.