About the Nevada Museum of Art
We are a museum of ideas. While building upon our founding collections and values, we cultivate meaningful art and societal experiences, and foster new knowledge in the visual arts by encouraging interdisciplinary investigation. The Nevada Museum of Art serves as a cultural and educational resource for everyone. The Nevada Museum of Art is the only accredited art museum in the state of Nevada. Recognized for following best practices as outlined by the American Association of Museums, the Museum is committed to continuous institutional improvement and change. With accreditation, the Museum joins the ranks of other significant institutions such as the Metropolitan Museum of Art in New York and the San Francisco Museum of Modern Art. Just 5% of all museums in the US earn AAM accreditation.

About the Internship
PR/Social Media Spring 2014 intern. 120 total hours. January 20 through April 30. 5 – 15 hours per week. Normal business hours are Tue-Fri, 8a-5p. However, hours are flexible and may include evenings/weekends.

Required Qualifications
- Strong written and verbal communication and presentation skills
- Must be a self-starter, capable of working in a fast-paced environment, able to anticipate, recognize, and solve problems
- Ability to work with computer programs such as the Microsoft Office Suite

Preferred Qualifications
- Bilingual in Spanish
- Some experience with photography and video
- Experience with database products
- Experience with marketing and social media

Internship Duties
Help devise and execute social media strategy and tactics:
- Craft daily posts for multiple platforms
- Take quality photos of events and exhibitions for posting
- Research and follow other museums and art galleries
- Create and execute short videos to be shared on social media platforms

Assist with media relations’ needs:
- Conduct research for possible coverage
- Build organized, well-researched media lists for various exhibitions and future events
- Assist with long lead planning
- Craft media alerts/press releases
- Help track daily coverage

$12/hour for 120 hours
Spring Semester 2015

Apply by November 14, 2014
at www.unr.edu/career