

Sample Internship Job Description

Dear future internship supervisor,

Thank you for your interest in hiring a Montserrat intern! We appreciate your efforts to make this a beneficial educational and professional experience for our students. One aspect of the internship process that we value is teaching students how to professionally apply for jobs. Because of this, we require all prospective internships to [post a job description to our site, MontserratWorks](#), and receive applications from our students that consist of a résumé, cover letter, and sample work.

If this is your first time creating a job description, here's an example that you can follow. Please let me know if you have any questions or would like help crafting your job description.

Sincerely,
Beth Price Morgan

Beth Price Morgan
Career Design Studio Director | Montserrat College of Art
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pronouns: she, her, hers

Social Media Intern

Application deadline: May 20th, 2020
Start Date: June 1st, 2020
Potential End Date: August 20th, 2020

Overview

MyStudio, an online art studio platform, is seeking an intern to maintain and create content for our social media sites. We seek a student who can create content within our current brand and strategy, but also be creative and bring their own ideas to the table. Social Media Interns will work directly with our Creative Director and Web Development Intern, as part of a team.

The social media intern is required to work 10 hours/week, and will determine a work schedule with the Creative Director once hired.

Responsibilities

- Maintain social media pages: Instagram, Facebook, Twitter
- Engage with artists and prospective clients through social media
- Create original content that supports our strategy and brand
- Work as a team to develop new social media campaigns and ideas for engagement with the Creative Director and Web Development Intern

Qualifications

- Familiarity with social media sites
- Graphic design and/or illustration skills
- Adobe Suite, particularly Photoshop
- Clear communicator, with high attention to detail in writing and design
- Currently enrolled in a higher education institution

Compensation

The Social Media Intern receives a stipend of \$1,000 and academic credit for the internship.

How to Apply

Send a cover letter, resume, and sample work to AngieArthur@myystudio.com. Deadline May 20th, 2020.