

# Say Yes Buffalo Internship Opportunity

Position: Marketing Intern

**Organization Name:** Frank Lloyd Wright's Martin House

**Location:** 125 Jewett Parkway, Buffalo, NY 14214

**Website:** martinhouse.org

## **Organization Description/Profile:**

A world-class masterpiece of American architecture, designed by Frank Lloyd Wright for Buffalo businessman, Darwin D. Martin and his family in 1907. A site for programs, events, and tours to inspire visitors with the power of design.

**Position Supervisor & Title:** Caitlin Deibel, Marketing Manager

## **Internship Duties and Responsibilities:**

- Update marketing calendar with various initiatives
- Update and organize digital media asset library
- Engage with Martin House staff, visitors, and volunteers
- Outreach and research to connect with Buffalo community
- Outreach and research to connect with national partners

## **Minimum Requirements**

- Say Yes scholar in good standing or past scholar
- Must be at least a rising Sophomore
- Desired skills:
  - Excellent communication
  - Takes initiative, assertive
  - Genuine interest in museum, design, Buffalo history
  - Good people skills
  - Organization/detail oriented
  - Interest in photography/eye for design a plus

## **Intern takeaways:**

Skills:

- Project management
- Hands-on involvement in a 360-marketing department including: Public relations, advertising, content marketing, social media, web design, creative communications
- Significant contributor to team environment
- Creative research and development projects

**Organization Takeaways:**

- Support in promoting 2019 events and programs including: Garden Walk 2019, the unveiling of the historic landscape, Family Fun Day 2019, lectures and other kids' programs
- Coordination of various earned media placements
- Drive local awareness

**Duration of employment:** 20 hours per week for 10 weeks during the summer 2019. Exact start and end dates will be decided upon by employer and hired intern.

**Compensation:** Rate of pay is \$11.10/hour. NOTE: Any determination regarding academic credit will be made by the intern's academic department.

**Accommodations:**

Due to the nature of the Martin House as a historic site, there is limited accessibility to many of the buildings. The Martin House is committed to offering opportunities to visit for all guests who may have a physical limitation. We do have wheelchair accessibility in some of the areas of the historic homes. Any intern with questions about accessibility should contact Caitlin Deibel at [cdeibel@martinhouse.org](mailto:cdeibel@martinhouse.org)

**To apply:** Submit cover letter & resume to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org).

**Please note:** If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

**Deadline:** May 1, 2019