



Title: Museum Digital Content Intern
Division: Communications
Supervisor's Title: Director of Communications, Mütter Museum Curator

About The College of Physicians of Philadelphia

Founded in 1787, The College of Physicians of Philadelphia is one of the oldest professional medical organizations in the country and home to: the Mütter Museum, the Historical Medical Library, HistoryofVaccines.org, a dynamic Center for Education, over 70 yearly public events, and a busy facilities rental calendar. More than 188,000 guests visit us annually and we are extremely proud of our mission to advance the cause of health while upholding the ideals and heritage of medicine.

Functions of the Museum Digital Content Intern

Working with the Director of Communications, Museum Curator, and Museum Manager, the digital content intern will provide support on content creation and research for Mütter Museum social media, website, and YouTube content. The intern would have use of the Museum's specimen catalog and other internal resources to create content that corresponds with holidays, National ___ Days, current social media trends, or their own unique content ideas.

Training, Skills and Experience Guidelines

- The digital content intern should have experience in and an understanding of historical research.
- An understanding of image permissions, as well media literacy, and an understanding of what is a reliable source for information. Proficiency in citing sources for both images and information and creating bibliographies is required, as is working knowledge of all social media platforms.
- Excellent spelling and grammar skills and a willingness to edit copy written by other parties are ideal.
- Familiarity with marketing strategies (non-profit a plus), social media analytics and report generation is preferred.
- Experience with basic photography, film, and editing is a plus.
- Experience with social media scheduling platforms is also preferred.

The Digital Content Intern should have:

- An interest in or experience with working with non-profit cultural organizations.
- Experience with historical or scientific research.
- An understanding of and respect for the sensitive nature of our collection.
- An educational background or focus in marketing and communications, journalism, etc.
 - We will consider history or anthropology majors with relevant minors or experience but will not consider students of history and anthropology only.
- The ability to work remotely via email and Microsoft Teams.

Key Responsibilities

- Brainstorm content ideas with Director of Communications and Curator.
- Write draft copy of social media posts.
- Write copy for longer-form video scripts in collaboration with Curator and Videographer.
- Research content subjects with appropriate sources both internally and externally.
- Source and/or create images and content for website.
- Organize content text, scripts, and sources for current use and future reference.
- Observe and report on social media trends, and post engagement.
- Other projects as assigned.



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Salary/Benefits

This is an unpaid position, and candidates must be enrolled at an educational institution that will grant them credit or a stipend for their time and effort. We will not consider this as a volunteer position; it must be a credited internship.

Duration

Six Months, flexible depending on educational institution requirements.

To apply

Please email cover letter, resume, and institutional internship information to:
press@collegeofphysicians.org

Review of applications begins immediately and continues until position is filled.

The College of Physicians of Philadelphia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.