Communications

— Expected projects/work assignments

- Assist with preparation for the Whitney’s fall and winter exhibitions (Salman Toor: How Will I Know, Working Together: The Photographers of the Kamoinge Workshop, Julie Mehretu) including researching and developing lists for targeted press outreach
- Monitor and track media coverage of the museum and its exhibitions and programs
- Assist with maintenance of press database in Raiser’s Edge
- Assist with replying to press inquiries sent to press office email

— Skills and qualifications required (including technology skills)

- Computer skills
  - Microsoft Outlook, Word, Excel and PowerPoint
- Attention to detail.
- Strong writing, editing and research skills.
- Interest in public relations and communications as well as modern and contemporary American art.

— What type of training will be provided?

- Raiser’s Edge software
- Meltwater media monitor software
- Content management system for the Whitney’s press site, whitney.org/press
- Other essential departmental procedures

— Outcomes

- The intern will interact with members of the press over email.
- They will also develop targeted lists for outreach related to upcoming exhibitions and have the opportunity to pitch stories to press.
- They will gain technological skills related to media monitoring and the Whitney’s press list database.
- The intern will have the opportunity to gain in-depth knowledge of current and upcoming Whitney exhibitions and the museum’s collection.