**Communications**

**Projects/work assignments**

* Assist with preparation for the Whitney’s summer and fall exhibitions (*Julie Mehretu, Working Together: The Photographers of the Kamoinge Workshop, Around Day’s End, Jasper Johns, Dawoud Bey*) 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
* Support at photo and film shoots and press previews
* 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
  + Photoshop experience desired
* Attention to detail
* Strong writing, editing and research skills.
* Interest in public relations and communications as well as modern and contemporary American art.

**Training to be provide**

* 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**

* Interact regularly with key press both over email and in person.
* Develop targeted lists for outreach related to upcoming exhibitions and have the opportunity to pitch stories to press.
* Gain experience managing photo shoots and assisting with other press events.
* Opportunity to gain in-depth knowledge of current and upcoming Whitney exhibitions and the museum’s collection.