



## **SUMMER INTERNSHIP OPPORTUNITY:**

### **Plymouth 400 Project Intern: Historical Content Creator**

#### **1. OVERVIEW**

Plymouth 400, the organization leading the planning and execution of events and programs commemorating the 400<sup>th</sup> anniversary of the Mayflower voyage and founding of Plymouth Colony—an event of national and international significance—, is committed to promoting **education** and **cultural and civic engagement** as central components to the Plymouth 400 Commemoration, which will honor America’s story of exploration, innovation, religious freedom, self-governance, immigration, and thanksgiving.

Plymouth 400 is looking for **high school and college-aged students who are creative thinkers, excellent communicators, and are passionate about uncovering history to complete a research project during Summer 2016, through which the history of Plymouth will be researched and promoted in the form of blog posts and website articles for Plymouth 400’s channels.**

*Students who are pursuing a degree in communications, marketing, or history will be given priority in the application process, so please make note of any experience in the above in your cover letter.*

#### **2. Historical Content Creator RESPONSIBILITIES:**

- a. The Historical Content Creator will report to the Plymouth 400 Communications Coordinator.
- b. The Historical Content Creator will research various pieces of Plymouth History and create blog posts and articles to be shared online and in print- a minimum of one blog/article per week.
- c. The Historical Content Creator will seek out interesting and relevant pieces of history, and post them directly to the Plymouth 400 website with accompanying sources, photos, infographics, videos, etc.
- d. The Historical Content Creator will adhere to all Plymouth 400 brand guidelines.
- e. The Street Team Leader will be required to submit a review of the program and comments on how Plymouth 400’s Street Team can improve at the end of the summer.
- f. Time Requirement: 10 hours per week from June 1, 2016 through August 31, 2016

#### **3. Historical Content Creator GENERAL OPERATIONS**



- a. The Historical Content Creator must attend a Messaging Training Session with the Plymouth 400 Communications Coordinator
- b. The Historical Content Creator must provide their own laptop.
- c. The Historical Content Creator must work at least half of their house on-site (either in the Plymouth 400 office or out doing research for Plymouth 400).
- d. All hours worked by the Historical Content Creator must be recorded by the Ambassador and submitted to the Plymouth 400 Communications Coordinator for approval, should the Ambassador wish to receive a letter of recommendation or a letter of confirmation of volunteer hours worked
- e. The Historical Content Creator is encouraged to be creative and share any ideas for social campaigns, contests, events, etc.

**TO APPLY:**

Submit your resume and cover letter to Plymouth 400 Communications Coordinator Sheila Fey at [sfey@plymouth400inc.org](mailto:sfey@plymouth400inc.org).