



Marketing and Communications Internships

The Da Vinci Science Center offers Marketing and Communications (MCOM) Internships that provide practical, resume-building experience and opportunities to make an important impact on a spirited, growing nonprofit organization by contributing professional-level work. The Center also is able to help students earn credit from their colleges and universities.

Spring 2016 MCOM Internship Opportunities

- **Video Production:** Producing video content for promotional purposes
- **Digital Media Content:** Developing, planning, producing, and coordinating content for the Center's digital media platforms – including its website and social media properties
- **Digital Media Design:** Creating consistent and branded e-mail templates that are compatible with the Center's chosen service provider

MCOM Internship Details

- Interns must be active college students; juniors and seniors preferred
- Preferred Majors: Marketing, Communications, Journalism, Public Relations, English, all majors related to media production
- Internships include on-site work and the potential for off-site work
- Each intern must hold a valid driver's license and complete background checks
- Spring Session: Jan. 2-May 15; Application Deadline: Dec 10
- Summer Session: May 16-Aug. 31; Application Deadline: April 10
- Fall Session: Sept. 1-Dec. 15; Application Deadline: April 10
- Multiple-session and full-year internships are available

These internship opportunities demonstrate the spectrum of nonprofit marketing and communications, including several opportunities to be creative and support responsibilities. These positions call for a versatile self-starters with solid

3145 Hamilton Blvd. Bypass, Allentown, PA 18103 • 484.664.1002 • davincisciencecenter.org



The Da Vinci Discovery Center of Science and Technology, Inc. (or "Da Vinci Science Center" or "DSC") is an independent nonprofit organization with IRS 501(c)(3) status. Its federal tax identification number is 23-2824084. The official registration and financial information of the Da Vinci Science Center may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1.800.732.0999. Registration does not imply endorsement. Information about the organization's registrations in additional states is available on the web at www.davincisciencecenter.org/disclosures.



communications and interpersonal skills who can process information quickly, work efficiently, and attend to the smallest details of work quality. The Da Vinci Discovery Center of Science and Technology, Inc. (or “Da Vinci Science Center”) is an equal employment opportunity employer under terms of federal, state, and local laws.

Application Process

Send the completed MCOM Internship Application along with a resume and up to five (5) work samples related to the desired position to:

Marketing and Communications Internships
Da Vinci Science Center
3145 Hamilton Blvd. Bypass
Allentown, PA 18103
marketing@davincisciencecenter.org

Samples may be submitted in the form of PDF attachments or web links as appropriate.

MCOM Internship Contact

Dennis Zehner, Chief Marketer
484.664.1002, Ext. 112
marketing@davincisciencecenter.org

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Spring 2016 MCOM Internship Application

Date of Application ____/____/____

Desired Internship Opportunity

___ Video Production ___ Digital Media Production ___ Digital Media Design

Applicant Information

First Name _____ Middle Initial _____ Last Name _____

College or University _____

Level ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Other _____

Mailing Address _____

City _____ State _____ Zip Code _____

State of Valid Driver's License _____

Primary Phone Number _____

Primary E-Mail Address _____

Website Address (if Applicable) _____

Available Days of the Week and Hours for Work _____

Reference Contact Information

1. Name _____ Affiliation _____

Phone _____ E-Mail Address _____

2. Name _____ Affiliation _____

Phone _____ E-Mail Address _____

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Applicant Questions

Please answer the questions below briefly. Another sheet may be used if necessary.

What factor(s) interest you in an internship with the Da Vinci Science Center particularly?

What three (3) characteristics of yours make you the right candidate for the position? Please provide short, specific examples that demonstrate these qualities.

Basing your answer on your knowledge and research of the Da Vinci Science Center, what do you believe are the Center's top three (3) marketing and communications challenges?

What are your top three (3) internship goals?

What is a fact or anecdote about yourself that makes you a unique internship candidate? Please provide an answer of 250 words or less.

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