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
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
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 _________________________________
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.