

## Space Center Houston Public Relations and Marketing Intern

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the leading science and space learning organization in the world. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a Public Relations and Marketing Intern to support communications and marketing programs, events, and projects, learn the foundations of a dynamic and evolving communications team as well as contribute to the success of Space Center Houston communications campaigns through public relations, social media, copy writing, photography and marketing tasks. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Write media pitches, news releases or media alerts.
- Call news desks and follow up on media alerts.
- Shadow PR Specialist with the media on interviews, stories, tours, photoshoots and filming in the center.
- Shadow the Digital Media Specialist and observe the writing of a social media strategy. Write posts for campaigns.
- Shadow the Newsletter Editor, Marketing Manager and/or other members of the Communications staff.
- Take photos for newsletters and social media.
- Write newsletter articles, webpage articles, ecards, speaker bios or invitation emails.
- Write copy for marketing collateral pieces, such as advertisements or ecards, and for fundraising efforts for our nonprofit education foundation.
- Edit articles for AP Style, grammar and good writing.
- Conduct online research for various campaigns, such as competitor analysis for social media (competitors' posts, icons, messaging, etc.).
- Research publications in order to update media lists and databases.
- Brainstorm with team and provide creative ideas on communication strategies.
- Perform other duties as assigned.

### POSITION QUALIFICATIONS

- Undergraduate student who will be returning to college as a full-time (12 credit hours) senior in the fall of 2017.
- Studying communications/journalism/marketing at a university/college including courses in public relations, marketing or other communications disciplines.
- Know Associated Press Style.
- Meet deadlines.
- Create engaging content.
- Communicate clearly with team.
- Strong desire to learn along with professional drive.

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Manned Space Flight Education Foundation  
Houston, Texas  
July 10, 2017



- Solid understanding of the different social networks.
- Excellent verbal and written communication skills.
- Efficiency at MS Office.
- Passion for the PR industry and its best practices.
- The internship is 20 hours per week during the fall semester and the work schedule will be based on the intern class schedule.
- Time off during the internship period will be considered as long as the request is stated in advance during the interview process.

Space Center Houston is an equal opportunity employer and earned 2016 Houston Chronicle Top Workplaces honors in an anonymous survey of its employees. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

**Pay rate:** \$9.00/hour

**To apply:** Email the following to [careers@spacecenter.org](mailto:careers@spacecenter.org):

1. [Job Application](#)
2. Resume
3. Transcript
4. Writing samples (preferably 3 different pieces)

For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at [www.spacecenter.org/careers](http://www.spacecenter.org/careers).

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