

# Yale University New Haven Promise Intern Job Description 2020

**Name of Yale organization and team**

Yale University Library - Beinecke Administration

**Please provide a summary of the function of this team.**

Communications team for the Beinecke Rare Book Library

**Campus location of position:**

Beinecke Library

**Hours of internship - Selected Choice**

Summer only 37.5 hours

**The intern/participant job title will be (example: Financial Analyst Intern):**

Public Relations and Social Media Intern

**The major duties & responsibilities of the internship will be:**

Strengthen the Beinecke Library's online & social media presence by:

- Working closely with the library's Communications Director to develop social media & online marketing campaigns.
- Creating digital video, photograph, and text content about the Beinecke Library's collections and programs for Facebook, Instagram, Twitter, YouTube, and the web.

**Required qualifications of intern/participant are:**

Excellent written communication skills

Demonstrated experience with digital videography and/or photography

Excellent interpersonal skills

Ability to manage tasks efficiently

Curiosity and initiative

**Preferred qualifications of intern/participant are:**

Knowledge of, and interest about, one or more areas of strength in the Beinecke Library's collections (i.e., American literature and history; African American arts and culture; Western Americana; British literature; gay, lesbian, and transgender studies; transatlantic Modernism; medieval, Renaissance, and eighteenth-century Europe; postwar counterculture; and contemporary American poetry; etc.)

**How many interns of this category would you like to hire?** \_\_\_\_\_ 1 \_\_\_\_\_