Graduate Student Worker Position – Marketing/Communications

Burden Museum & Gardens - Marketing – Baton Rouge, LA
Part-time – Internship - PAID

Summary Job Statement
Burden Museum & Gardens is seeking a graduate student to work up to 20 hours a week to assist with the marketing and communications functions involved in promoting the 440-acre property as a destination for locals and visitors.

Responsibilities:
- Developing scheduled social media content
- Keeping Yelp and Trip advisor listings current
- Assist with writing content copy
- Updating of the website, www.discoverburden.com
- Development of event specific content for the e-newsletter
- Photography & Videography for social media
- Understanding and ability to interpret social media and Google analytics

Minimum Qualifications/Requirements
- Working on a degree in mass communications, marketing, or related field
- Strong communication skills, verbal and written
- Good teamwork skills, ability to establish and maintain strong working relationships
- Strong analytic skills and capabilities
- Ability to learn quickly
- Accuracy and attention to detail, very organized
- Ability to work independently, with minimum supervision
- Ability and drive to take initiative and be resourceful
- Creative problem solving skills
- Trustworthy with highest level of integrity and respect
- Proficiency with standard office technology (computers, office equipment, etc.) and MS Office application & Social media applications.
- Strong work-ethic and commitment to learning

To apply send resume and cover letter to Michelle Spielman, mspielm@lsu.edu.