



# AIR FORCE MUSEUM FOUNDATION, INC.

## MARKETING INTERN POSITION OPENING

The Air Force Museum Foundation, Inc. seeks two (2) part-time Marketing Interns.

### **Introduction**

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

### **Position Description**

The Air Force Museum Foundation is seeking two Marketing interns for summer 2024. The Foundation's marketing team is responsible for creating and increasing awareness with potential donors (both corporate and individual). These interns will report to the Director, Marketing & Communication.

### **Key Responsibilities**

- Intern 1 - Videography and photography for new website, social media, blogs/vlogs, presentations, etc. Assist with creating relevant social content.
- Intern 2 - Assist with archiving past issues of *Friends Journal* magazine (reviewing articles for keywords, summaries, etc.) and help prepare issues for upload to Foundation's new website. Assist with creating relevant social content.

### **Requirements & Qualifications**

- College coursework and experience in above-mentioned disciplines
- Proficient with Canva or Adobe Creative Suite
- Photography, videography and editing skills required for Intern 1
- Interest in history and experience with AI tools a plus for Intern 2
- **Note:** This is a paid internship (\$15/hour) that requires on-site presence. Number of hours TBD and flexible.





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## **Compensation**

- **Pay Rate:** \$15/hour

## **Other Significant Facts**

- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

## **AFMF Vision:**

Honoring every Airmen's story with a permanent home to inspire future generations.

## **AFMF Mission:**

Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

## **AFMF Core Values:**

Candidate must agree to adhere to the Air Force Museum Foundation's Core Values:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment

## **Contact Us:**

To apply for this position, please email Ms. Sarah Shatzkin at [hiring@afmuseum.com](mailto: hiring@afmuseum.com) with your resume, cover letter, and references.

