

Student Internship

Internship: Promotions / Social Media Intern

Internship Timeframe: June 2, 2025 - September 25, 2025

Required Hours: 30

Stipend: \$500 *to be paid upon completion of required hours*

Responsibilities:

- Maintain the Hermosa Beach Museum's social media presence with current event-related posts and general informational posts on all of the organization's accounts
- Effectively use photographs, graphics, and text to promote upcoming Museum events, follow up on past events, and consistently invite the public to visit the museum
- Create distinctive, representative graphics for the promotion of Museum programs and events

Eligibility:

- Must be 18 or older and enrolled in college/university
- Interest in history, archives, anthropology, library science, journalism, or related fields.
- Strong organizational and writing skills. Capable of conducting research and summarizing information.
- Ability to travel locally in the South Bay cities and regularly to the Hermosa Beach Museum.
- Excellent communication skills and a friendly, team-oriented mind set.
- The ability to work on several projects concurrently and meet deadlines in a fast-paced setting.
- The ability to work independently and as part of a diverse volunteer base.
- Computer and Internet literacy, including Microsoft Office programs, Google programs, Canva, Instagram, and Facebook

Benefits:

- Opportunity to develop, expand, and demonstrate enhanced skills in the creation of social media and related media promotional content.
- Hands-on training in oral history methodology and archival description.
- Opportunity to contribute directly to preserving and sharing local history.
- Mentorship from museum staff and experience working in a professional museum setting.

Institutional Background:

The mission of the Hermosa Beach Museum is to engage, delight, and educate the community through the presentation and exploration of local culture and history. Located in the Hermosa Beach Community Center (the historic site of the former Pier Avenue Junior High School) the Museum opened in 2007 and is a registered nonprofit organization. The Museum's collection of approximately 3500 items includes photographs, postcards, newspapers, prints, ephemera and three-dimensional materials. The Museum uses its collection for exhibitions, educational programs, study and research, loans and reproduction. The Museum currently employs three staff members: a Director and Curator, a Program and Event Manager, and a Registrar.

The Hermosa Beach Museum hosts and facilitates many events with and for our South Bay community, including the annual Surfer's Walk of Fame and Beach Volleyball Hall of Fame celebrations, in addition to monthly educational lectures, rotating exhibits and family workshops. The Museum also provides field trip opportunities for local students, clubs and senior groups.

How to Apply:

Submit a resume, cover letter with an interest statement, and the attached application to the Museum Director by the submission deadline at jamie@hbmuseum.org.

SUBMISSION DEADLINE: May 15, 2025