

Volunteer Project Description

Marketing Department Office Assistant

Supervisor: Public Relations and Sponsorship Manager

Objective: Assist marketing team in daily activities and communication with external audiences, not limited to the media, city-wide concierges, visitor centers, Museum visitors and potential visitors, and group tour operators.

Responsibilities: Individual will be responsible for conducting research, assembling mailings, photocopying, filing, managing electronic databases, compiling press kits, data entry and survey tracking, and assisting with other duties as assigned.

Qualifications: Qualified applicants must be computer literate (Microsoft Word, Excel, and Internet), organized and detail oriented; proofreading, writing and research skills a plus. Applicants should have an interest in marketing and public relations.

Final products: For volunteer: Increased understanding of marketing, public relations, advertising, Chicago history, and museum administration.

For Museum: Efficient and timely communication with external audiences resulting in an increased number of Museum visitors.

Time commitment: 4-8 hours per week for at least three months. Volunteer should be prepared to work one or two days per week between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday. Hourly schedule is flexible with exceptions made for vacations and holidays.