



SOCIAL MEDIA INTERN POSITION DESCRIPTION

SUMMER 2023

Position title: Social Media Intern

Number of positions available: 1

Location: The Mammoth Site of Hot Springs, South Dakota

APPLICATION REQUIREMENTS

- Cover Letter
- Current Resume or CV (with 2-3 personal references and relevant coursework listed)
- 1 Academic Reference letter (or suitable substitute)

Application materials are to be emailed to news@mammothsite.org with subject line: first name, last name, social media intern application

COVID-19 NOTICE

As the COVID-19 pandemic continues to change and evolve, project timelines and structure remain flexible and it may be necessary to postpone start dates or reformulate project descriptions. Should any development in the COVID-19 outbreak impair a project's timeline or results, The Mammoth Site will assess the situation and determine the best course of action at that time, per CDC and State of SD Department of Health Guidelines.

POSITION DESCRIPTION

Social media interns will:

- Assist Public Relations Coordinator with management of social media channels (Facebook, Instagram, Twitter, TikTok, LinkedIn, and YouTube)
- Learn and become familiar with a number of Adobe Cloud programs (Photoshop, InDesign, Illustrator, Premiere Pro)
- Develop social media calendars and deliverables, with the opportunity for work to be shared to over 15k followers
- Create content through a variety of mediums (video, photography, infographics, etc.)
- Perform other duties as assigned

QUALIFICATIONS

Successful applicants will be at least 18 years of age and currently pursuing an undergraduate or graduate degree in communications, social media management, public relations, graphic design, or other related field. Early career students may also apply. Applicants should have a working knowledge of social media platforms (having run a business/club social media account is a plus!), and must be willing to learn how to effectively manage social media accounts with large numbers of followers. Knowledge/experience with production apps and programs, including but not limited to Photoshop, InDesign, Canva, TikTok, and others, preferred but not required.

VEHICLE AND DRIVER LICENSE REQUIREMENTS

A personal vehicle is RECOMMENDED but not required for this position.

Hot Springs is remotely located within the Black Hills. While the town is small, there are lots of external activities and areas to explore on the weekends within the surrounding region. Some popular destinations include Devil's Tower, Badlands National Park, Custer State Park, Wind Cave National Park, Rapid City, and the surrounding area. There are also plenty of trails and fossil prospecting locals within an hour radius. Transportation enables interns the flexibility to travel on their days off.

HOUSING

On-site housing is available and provided at no cost to the participant. Housing consists of two shared houses with living, kitchen and laundry spaces. Participants will have their own private bedroom and attached bathroom when available. Otherwise, each bedroom/bathroom will consist of two interns per unit.

INTERNSHIP DATES

Start Date: May 15, 2023

End Date: August 15, 2023

WAGES AND BENEFITS

\$12.50/hour | 40 hours/week

On-site housing with laundry facilities provided

SUPERVISORS/MENTORS

Presston Gabel | *COO/Business Manager*

Claire Scarborough | *Public Relations Coordinator*