



## HERITAGE HILL

STATE HISTORICAL PARK

### Marketing & Graphic Design Internship 2026

As a Heritage Hill Marketing & Graphic Design intern, you will be tasked to support and assist with the promotion of Heritage Hill. This internship will provide you with valuable experience in marketing and graphic design. In addition, it will help you develop professional networking skills through the opportunity to work with the public, members and donors and media outlets throughout Green Bay. Heritage Hill operates as a team-driven organization, where you'll be encouraged to develop and learn in diverse areas of expertise.

#### INTERN DUTIES AND RESPONSIBILITIES:

- Maintain knowledge of Heritage Hill's mission, strategic marketing goals and brand image.
- Design promotional materials for print and digital media.
- Draft and edit external communication materials.
- Assist with video production (shooting, editing, etc).
- Oversee Heritage Hill's social media presence and determine opportunities for growth.
- Assist with the management and updating of Heritage Hill's website.
- Assist with the creation and content of newsletters and e-newsletters.
- Perform miscellaneous office duties related to marketing and special events, including greeting customers, event ticket sales, event planning, etc.

#### WHAT YOU'LL BRING TO HERITAGE HILL:

- Student working towards a bachelors or associate degree in Marketing, Graphic Design, Journalism, Public Relations, Communications or a related field.
- Experience in Adobe Creative Suite or Canva.
- Experience in WordPress or other related web design tools.
- Familiarity with social media platforms and trends.
- Computer proficient; strong working knowledge of Microsoft 365 and project management software.
- Excellent written and communication skills.
- Effective project management skills; ability to multitask.

#### SUPERVISION:

Reports to the Marketing and Communications Coordinator.

**HOURS OF WORK:** The internship will start either during the winter interim or the spring semester (depending on student availability) with the opportunity to continue over the summer. 15-20 hours per week; specific hours will be coordinated with the Marketing and Communication Coordinator. Position is flexible depending on class schedule and other types of employment.



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Some opportunity for remote work. Optional occasional evening and Saturday hours to help with special events.

#### COMPENSATION:

This internship is paid a \$500 stipend

#### APPLY:

Please submit your resume and cover letter to Moses Lyne, Marketing and Communications Coordinator, [moses@heritagehillgb.org](mailto:moses@heritagehillgb.org).