

## **New Harmonies: Celebrating American Roots Music**

Internship Job Description

Hours: 10 to 20 hours a week

Pay: Minimum wage

### **Project Description:**

A small, portable exhibit designed by the Smithsonian Institution especially for small museums with limited access to traveling exhibits due to space and cost limitations, *New Harmonies: Celebrating American Roots Music* will tour five Utah communities from April 2010 to January 2011.

*New Harmonies* offers opportunities for communities to collect and celebrate their own musical traditions, as well as musical traditions from around the world that have contributed to American music. As museums showcase local music they will no doubt collect antique instruments, sheet music, program bills, and oral histories or photo essays of area musicians and family musical traditions. The exhibition inspires concerts and sing-a-longs, radio programs featuring music and interviews with musicians, film and reading discussion programs, and even music writing contests.

### **What the Internship Would Entail**

- Prepare and distribute public relations packets to host venues (with posters, postcards and bookmarks)
- Distribute general exhibit PR materials advertising tour
- Assist in planning for program planning workshop in West Jordan (9/2/09) and installation workshop in Park City (4/7/10)
- Act as liaison between host venues and Director of Grants and Historical Programs
- Prepare Press Packets (prepare contents; create address lists: print, radio, TV; follow-up on PR efforts; schedule TV & radio interviews; work with host sites to develop local press releases and features)
- Assist in coordinating launch event in April 2010 (Park City)
- Maintain current list of activities at each site
- Maintain files on print and broadcast publicity
- Prepare and distribute letters for legislators and other policymakers and community leaders
- Create and monitor a project blog
- Accomplish other tasks assigned by Director of Grants and Historical Programs

### **Qualifications**

- Must have exceptional written and oral communication abilities
- Public relations experience a plus
- Knowledge of the following software: MS Office 2007 Suite and Wordpress (or other blogging software); knowledge of web design software (such as Dreamweaver) also a plus
- BA in history, folklore, or other humanities discipline preferred, though advanced undergraduate students in the humanities or BS in public relations/communications will be considered
- Ability to travel within Utah essential

### **Duration of Internship**

An intern who can commit to the entire project, August 2009 through January 2011, is preferred. UHC seeks an intern who can start no later than August 2009 and stay on the project until at least August 2010.

### **Contact Information**

If you are interested in the New Harmonies internship, please call or email Brandon Johnson at (801) 359-9670 or [johnson@utahhumanities.org](mailto:johnson@utahhumanities.org).