



Open for Exsciting Possibilities™

Marketing and Communications Internships

The Da Vinci Science Center (DSC) offers Marketing and Communications (MCOM) Internships that provide practical, resume-building experience and opportunities to make an important impact on a spirited, growing nonprofit organization by contributing professional-level work. The Center also is able to help students earn credit from their colleges and universities.

Internship Details

- Interns must be active college students; juniors and seniors preferred
- Preferred Majors: Marketing, Communications, Journalism, Public Relations, English
- Internships include on-site work and the potential for off-site work
- Each intern must hold a valid driver's license and complete background checks
- Spring Session: Jan. 2-May 15; Application Deadline: Nov. 20
- Summer Session: May 16-Aug. 31; Application Deadline: April 10
- Fall Session: Sept. 1-Dec. 15; Application Deadline: July 10
- Multiple-session and full-year internships are available

MCOM1 Internship Position: Marketing Services

This internship position demonstrates the spectrum of nonprofit marketing and communications, including several opportunities to be creative and support responsibilities. This position calls for a versatile self-starter with solid writing skills who can process information quickly, work efficiently, and attend to the smallest details of work quality. Duties will include, but not necessarily be limited to: writing news releases, e-mail blasts, podcast installments, newsletters, and website feature stories; posting Center event information on external websites; and assisting with an additional variety of marketing and fundraising efforts.

MCOM2 Internship: Video Production

This internship position allows an individual with strong camera and editing skills to shape, direct, and produce video features and podcast installments that the Center will use on a variety of platforms for a variety of purposes. This position calls for a creative, detail-oriented person who can work with minimal supervision along with the requisite technical skills.

The Da Vinci Discovery Center of Science and Technology, Inc. (or "Da Vinci Science Center") is an equal employment opportunity employer under terms of federal, state, and local laws.

3145 Hamilton Blvd Bypass, Allentown, PA 18103 • 484.664.1002 • www.davincisciencecenter.org



The Da Vinci Discovery Center of Science and Technology, Inc. (or "Da Vinci Science Center") is an independent nonprofit organization with IRS 501(c)(3) status. Its federal tax identification number is 23-2824084. The official registration and financial information for the Da Vinci Science Center may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1.800.732.0999. Registration does not imply endorsement. The Da Vinci Science Center also is registered to solicit charitable contributions in the states of New Jersey and New York. Information relating to all Da Vinci Science Center registrations can be accessed on the web at www.davincisciencecenter.org.



Application Process

Send the completed Marketing and Communications Internship Application along with a resume and up to five (5) work samples related to the desired position to:

Marketing and Communications Internships
Da Vinci Science Center
3145 Hamilton Blvd. Bypass
Allentown, PA 18103
Fax 484.664.1002
E-Mail marketing@davincisciencecenter.org

Samples may be submitted in the form of PDF attachments or website links as appropriate.

Internship Contact

Dennis Zehner
Marketing and Communications Professional
Phone 484.664.1002, Ext. 112
E-Mail dennis@davincisciencecenter.org

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Marketing and Communications Internship Application

Date of Application _____ / _____ / _____
Desired Internship _____ MCOM1: Marketing Services _____ MCOM2: Video Production
Desired Session(s) _____ Spring (Jan. 2-May 15) _____ Summer (May 16-Aug. 31)
_____ Fall (Sept. 1-Dec. 15) _____ Multiple Sessions

Applicant Information

First Name _____ Middle Initial _____ Last Name _____
College or University _____
Level _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Other _____
Mailing Address _____
City, State, and Zip Code _____ State of Valid Driver's License _____
Primary Phone Number _____
Primary E-Mail Address _____
Website Address (if Applicable) _____
Available Days of the Week and Hours for Work _____

Reference Contact Information

1. Name _____ Company or Organization _____
Phone Number _____ E-Mail Address _____
2. Name _____ Company or Organization _____
Phone Number _____ E-Mail Address _____

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Applicant Questions

Please answer the questions below briefly. Another sheet may be used if necessary.

What factor(s) interest you in an internship with the Da Vinci Science Center particularly?

Basing your answer upon the accompanying description of your desired position, what three (3) characteristics of yours make you the right candidate for the position? Please provide short, specific examples that demonstrate these qualities.

Basing your answer on your knowledge and research of the Da Vinci Science Center, what do you believe are the Center's top three (3) marketing and communications challenges?

What are your top three (3) internship goals?

What is a fact or anecdote about yourself that makes you a unique internship candidate? Please provide an answer of 250 words or less.

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