



HARRY RANSOM
CENTER

The University of Texas at Austin

Internship in Public Affairs

The Ransom Center's office of public affairs (a team of two) works in partnership with staff to build public understanding of, and support for, the Center's mission, its holdings, its offerings and achievements through strategic communications, including the Center's social media outlets and its print and digital magazine. We are always seeking to share the Center's news, exhibitions, events, and stories, which involve crafting and writing copy and often supplementing it in a multimedia format.

Learning outcomes:

- exposure to collaborating with different departments/areas within the Ransom Center
- opportunity to work with staff, visiting authors and artists
- tangible work projects and published pieces that may assist with future internships, employment or graduate school
- experience communicating with diverse audiences
- function as a professional within a library-archive-museum environment
- experience dealing with sensitive information
- experience copy editing
- experience crafting and writing copy
- knowledge of copyright and permissions

Possible tasks/responsibilities:

- brainstorming ideas
- researching
- interviewing
- writing
- transcribing
- routine tasks such as seeking copyright permissions
- some opportunities involving collection materials
- unplanned projects related to current events
- communicating professionally with authors, artists, staff, researchers, and other patrons and guests

Preferred Qualifications:

- excellent writing skills
- ability to manage projects that involve various tasks
- ability to keep projects moving forward
- ability to be nimble and creative
- initiative
- flexible to change
- professional demeanor
- willingness to learn
- editing skills
- data entry
- updating files

Example future career fields:

- public relations
- public affairs
- communications
- social media strategist
- journalism
- publishing

Past interns have found work at:

- Urban Outfitters (corporate)
- Reporter at Vox
- Reporter at Texas Tribune
- New York Philharmonic communications department
- Humanities Texas communications department
- Publishing industry in New York
- Attorney
- Graduate school