



**Position:** Communications Intern

**Location:** Remote or Hybrid

**Term:** 10 weeks, approximately 30 hours per week (variable)

**Compensation:** \$15 per hour and up to \$200 in mileage reimbursement

Stratford Hall Historic Preserve is seeking a Communications Intern to assist with creating social media, email marketing, and web content that highlights Stratford Hall's history, programs, and offerings. Work will include graphic design, video editing, marketing data management and copywriting, with an emphasis on short-form content like reels.

This is a remote, variable hour position (30 hours per week) for a term of 10 weeks and hourly wage of \$15. At least one in-person visit to the site for orientation, photography and filming is required, with a reimbursement of up to \$200 in mileage costs provided if traveling beyond 50 miles from Stratford Hall for the visit(s). Overnight accommodations will be provided. The intern must provide their own transportation to and from Stratford Hall.

---

### Responsibilities:

- Assist in creating digital content including text, photo, and video elements that communicate Stratford Hall's history and programs.
- Create a digital library of graphic designs that cover site operations, gift shop items, event programming, and development needs.
- Write and edit marketing emails or other web content tailored to different types of visitors.
- Other duties as assigned related to marketing needs.

---

### Requirements

- Computer with internet access
- Smartphone with video/photo capability
- Competency with Canva or Adobe InDesign
- Competency with reel editing apps

WHERE THE VOICES OF AMERICAN HISTORY STILL SPEAK

---

## Education

- Must be currently enrolled or recently graduated from a Communications, Marketing, History, or Public History program

---

## Application Instructions

1. Letter of Interest (max 500 words) detailing:
  - Your interest in the Communications Internship at Stratford Hall
  - Your goals for the internship
  - Dates available
  - Relevant experience and transferable skills
2. Resume
3. Two professional and/or academic references
4. Be prepared to submit examples of work upon request

Email materials to Ethan Burgess, Director of Communications ([eburgess@stratfordhall.org](mailto:eburgess@stratfordhall.org))

**Deadline:** March 6, 2026

---

**About Stratford Hall:** Stratford Hall is a National Historic Landmark located in Westmoreland County, VA nestled along the Potomac Rive with over 1800 acres of open land, gardens, forest and beaches. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the upcoming 250th Anniversary of the birth of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from strategic thinkers committed to joining this collaborative and dynamic leadership team as we undergo a transformative strategic planning process.

**What We Offer:** We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit [www.stratfordhall.org](http://www.stratfordhall.org)

*The organization does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation or any other characteristic protected by law.*