



Gloucester Museum of History – Internship Position Description, 2021-2022

Position:	Museum Studies Intern
Organization:	Gloucester Parks, Recreation & Tourism/Gloucester Museum of History
Hours:	Flexible, 8-24 hours per week
Supervisor:	Museums Coordinator
Wage:	Unpaid Internship

General Position Statement: Under close supervision, the Museum Studies Intern will gain experience with hands-on projects in many facets of museum operations which may include, collections management, exhibit research, public programming, education, and museum administration. The candidate will assist with the implementation of projects and programs that advance the museum's mission and visibility throughout the community and region.

Position Location and Conditions: Primary duties will be performed in an office environment within a historic building that is not ADA accessible. Tasks may require outdoor exposure. Ability to walk for periods of time; lifting, less than 30 lbs. Ability to assist with tours, special events, and programs.

Essential Position Functions: The Museum Studies Intern will:

- Assist staff and volunteers with daily operations and general administrative duties.
- Learn the content of the museum's exhibitions and collection through provided training.
- Work with staff to document and catalog objects, archives, library, and photographs.
- Work with staff to research, develop, implement, and evaluate new and ongoing projects related to education, volunteers, operations, exhibits, and/or collections.
- Provide professional customer service to guests.
- Maintain a log of activities/accomplishments and record hours of duty each work period.
- Abide by all museum policies and procedures.

Qualifications –

Academic Major: History, Museums Studies, Education, Social Science, or related.
Experience: Undergraduate or Graduate level with well-rounded academic credentials.

The ideal candidate will possess:

- A passion for history, museums, and education demonstrated by coursework and experience.
- General knowledge of digital research methods, historiography, and American History.
- A passion for customer service; excellent oral and written communication skills.

Application Procedure –

Email or post cover letter, resume, transcripts (unofficial), two academic/professional references, and availability to Mr. Robert Kelly, Museums Coordinator, Gloucester Museum of History, 6539 Main Street, Gloucester, Virginia 23061. Candidate selection will be contingent on the completion of a Gloucester County background check.

Inquiries may be made via email: rkelly@gloucesterva.info or telephone: 804-693-1234