



INTERNSHIP ANNOUNCEMENT

- Position:** Exhibit Intern, bilingual (English/Spanish)
- Reports to:** Museum Curator
- Schedule:** Part time, temporary, 80 hours total. Schedule is flexible and will be coordinated with staff, approximately 1 day or 2 half days per week for 10 weeks. Some work may be conducted remotely. Work will be completed within the Fall Semester.
- Compensation:** A \$500 stipend will be issued upon successful completion of the internship. College credit may also be available and must be coordinated by the intern with their college. If more internship hours are required for course credit, the intern's duties may be expanded.

Job Summary

The Exhibit Intern will assist the Museum Curator in research and development of an exhibit on the Silva House and Silva family at Heritage Square. To perform this internship successfully, an individual must be able to carry out their duties satisfactorily within the parameters set forth below.

Duties

- Under the direction of staff, review and research information needed to develop the assigned exhibit.
- With staff, complete a logic model to identify exhibit stakeholders, audience, audience needs and expectations, detailed solutions, timeline, budget, and evaluation metrics.
- Foster a positive work environment through courteous, respectful, and helpful interactions (in person, on the phone, and in email) with staff.
- Write exhibit copy with staff (in English), and write companion exhibit copy in Spanish.
- If time allows, installation of the exhibit may be included in duties.

Qualifications

- Currently enrolled in college with a foundation in scholarly research.
- Excellent verbal and written communications skills required in both English and Spanish.
- Willingness to learn and adapt to changing information.
- Creative, with analytical and problem-solving skills.
- Computer: Basic skill level in Word, Excel, and Internet.

Physical Demands

- Ability to read, type, and use a computer.
- Specific vision abilities required include close vision, color vision, and depth perception.

Work Environment

The noise level in the work environment is quiet and performed indoors in a climate-controlled environment.

To apply, email a letter of interest, resume, and two academic references to curation@heritagesquarephx.org by August 30, 2021.

Signature

I have received a copy of this job description on the date noted. I understand that if I have any questions regarding the duties set forth in the job description, I should discuss them with my supervisor.

Printed Name: _____

Signature: _____

Date: _____

Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This job description may be revised at any time. The job description is not a contract of employment, and either you or the employer may terminate the employment relationship at any time, for any reason.