

Museum Internship Description: Exhibits

Museum of Seminole County History, Sanford FL

The following are the major job duties for the intern assigned to exhibits at the Museum of Seminole County History. Other duties may be added as needed.

Operations:

- Open and close the museum; activate and deactivate the alarm system
- Greet guests following appropriate procedure
- Stock front end with brochures, books, surveys, and take-home material
- Dust or clean exhibits as needed
- Reorganize exhibits as needed
- Design and implement an interactive exhibit in one of our already established rooms
- Design and implement a new topical special exhibit for a temporary display using existing items in our collection
- Set up and break down tables and equipment as needed for special events
- Construct, assemble, disassemble exhibit cases, displays, etc.
- Cover the front of the Museum

Computer Work:

- Learn to use PastPerfect software
- Basic photography and processing
- Work with other staff on publicity and promotion

Other:

- Answer telephones
- File information
- Maintain time sheet
- Ability to lift 30 lbs. unassisted
- Additional duties as required

There may be additional Academic Requirements on an institution-by-institution basis, such as regular evaluations, written project reports, etc.