



### **Museum Exhibits Intern**

The Exhibits Intern for the Orange County Regional History Center supports Exhibits Department activities and staff in achieving established organizational goals. This position is responsible for successfully supporting the full range of activities required to expand and strengthen the History Center's exhibits. The exhibits staff produces the museum's temporary exhibits and maintains/updates the museum's core exhibits. We also support other departments by creating materials for special events and educational programs. The selected intern will work directly with the department staff and participate in all aspects of exhibit development, including research, writing, content development, and exhibit design and fabrication.

Candidates must be able to commit 10-12 hours per week for 15 weeks. Candidates should be graduate or undergraduate students working towards a degree in History, Public History, Museum Studies, or a related field who want to learn how museums create and maintain historical exhibitions. The ideal candidate for this position will be interested in learning and working with Adobe Creative Cloud, exhibit design and fabrication, conducting historical research, and writing exhibit content.

This unpaid position can be completed for course credit with the approval of the candidate's college or university degree program.

Candidates will be asked to complete an interview to determine internship eligibility and may be asked to submit a writing sample. Qualified individuals should send a cover letter and résumé via email to [diane.masciale@ocfl.net](mailto:diane.masciale@ocfl.net), with the subject line "Museum Exhibits Internship – Your Name".

**REPORTS TO:** Katie Kelley, Curator of Exhibitions

#### **DUTIES AND RESPONSIBILITIES:**

- Research and development of museum exhibition content
- Design work for educational elements
- Assist with exhibit installation
- Complete special projects as assigned
- Provide administrative support for exhibit staff as needed

#### **REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:**

- College Student of junior standing or higher with major coursework towards a degree in History, Public History, Museum Studies, or related field
- Proficient with Microsoft Office (Word, Excel, and PowerPoint)
- Possess good verbal and written communication skills
- Detail oriented and organized
- Able to work independently

The above description and qualifications are not all-inclusive and represent many of the key responsibilities of this position. Other duties may be assigned during the internship as required to fulfill the directives of the History Center Exhibits Department or as designated by executive staff. The work environment is primarily in an office with some light lifting.

\*Final Candidates must pass a background check and live and be able to work in the United States.

**65 E. Central Blvd., Orlando, FL 32801 · (407) 836-8500 · [www.thehistorycenter.org](http://www.thehistorycenter.org)**