



Undergraduate/Graduate Intern Position Description

Immediate Supervisor:	Archive and Collections Manager
Status:	College Internship – Unpaid
Hours:	As required by the University/120 hours minimum
Qualifications:	Junior/Senior undergraduate or higher with major coursework in history, museum studies, or historic preservation

Duties/Responsibilities

Beaches Museum interns assist staff members in support of the Museum's mission: *to preserve and share the distinct history and culture of the Beaches area*. While the core of an intern's work will take place in the Archive and Collections, additional administrative, operational, and event support tasks ensure a well-rounded experience. As representatives of the Beaches Museum, interns should demonstrate a high level of professionalism, strong interpersonal skills, excellence in communication/writing skills, and an enthusiasm for working in the museum industry.

Interns' responsibilities may include but are not limited to the following:

- Archival research in response to outside inquiries or for temporary/permanent exhibit projects
- Exhibit design, creation, and installation
- Basic preservation work
- Utilize PastPerfect Museum Software to arrange/describe/catalogue archival and photograph collections
- Front desk, docent, and administrative tasks as assigned
- Participate as a full staff member in Museum programming and special events as needed

Completion of Hours

Beaches Museum interns are responsible for completing (and documenting) the number of hours required by their program of study in order to receive course credit. The Museum expects all interns (both credit-seeking and non-) to complete a minimum of 120 hours during the given semester in order to successfully fulfill program requirements. It is the intern's responsibility to balance coursework for other classes with the maintenance of a regular schedule at the Museum.

This is not necessarily an exhaustive list of all responsibilities, duties, skills, or requirements associated with an internship at the Beaches Museum. While this is intended to be an



accurate reflection of the current position, Museum management reserves the right to revise the position or to require other tasks to be performed as assigned. This position may require off-site tasks and hours outside of the Museum's normal business hours. This position description is not an employment agreement or contract.

I have read and understand the above position description. If the position description is revised, I will receive an updated copy. The updated copy will also be submitted to my personnel file.

Intern Signature

Date

Intern Name (Printed)