

MICHIGAN WOMEN'S HISTORICAL CENTER AND HALL OF FAME

Meridian Mall

1982 W. Grand River Ave. Okemos, MI

www.michiganwomen.org

Title: Museum Intern

Reports to: Executive Director

Internship Purpose: To develop and deliver museum programs for museum visitors and to assist with the creation of a new exhibit for the museum. Begins in May 2018.

Key responsibilities:

- Greet and lead tours for museum visitors
- Collaborate with staff to develop family and adult programs
- Research Hall of Fame honorees and inductees
- Assist with the creation of a new exhibit about women's suffrage in Michigan
- Assist with museum collections
- Other duties as assigned

Qualifications:

- Junior or Senior college student. Graduate students welcome to apply. History, Museums Studies, Education, Anthropology, Women and Gender Studies majors/minors preferred, but not required.
- Must have strong initiative
- Must work well independently and with volunteers
- Able to speak to groups and deliver excellent customer service
- Uses professional conduct always, including when representing the Michigan Women's Historical Center and Michigan Women's Foundation to outside organizations and individuals
- Must have strong verbal and written communication skills.

Preferred Qualifications:

- Experience in program and/or curriculum development
- Interest in exhibit production and design
- Personable and outgoing
- Ability to be flexible and positive in a fast-paced environment

Small stipend available. Awarded at the successful completion of internship. Send cover letter, resume and list of professional references (minimum of 3) to: Dr. Caitlyn Perry Dial, Michigan Women's Hall of Fame, Email: cpdial@michiganwomen.org