

## **Undergraduate Museum Internship Program**

**Description:** The Osterville Museum is offering two internship positions for undergraduate students looking to gain experience in a small museum environment.

Overview of position:

- Supervision and project evaluation by Executive Director and Curator of the Museum
- Schedule of work during times mutually convenient to the Museum and interns.
- Positions are paid-positions requiring a minimum of 12 -15 hours per week. ( Minimum wage provided)
- Interns act as “Ambassadors” for the Museum, representing the Museum in Osterville positively and at all times professionally.
- At the conclusion of the internship, interns will be provided with a Recommendation/Evaluation and opportunity for an Exit Interview.

### **Job Responsibilities:**

The internship positions consist of a minimum of 12 hours per week during the months of May – August. The two positions are outlined below and both report to the Executive Director and/or Curator on a weekly basis.

1) Curatorial Internship: Student interns will develop museum software skills and acquire curatorial experience helping to broaden their professional goals. The Curatorial Intern will assist the Museum with :

- Inputting data and photos into Past Perfect software program. Training provided.
- Working in tandem with Museum Curator and volunteer archivists.
- Helping to move original photos into archival storage units.

2) Administrative Internship: Student interns will have hands-on opportunities to coordinate programs for members and the general public. The Administrative Intern will assist with educational programs and events scheduled throughout the season such as:

- Oversee the weekly Farmer’s market with the F.M. Manager
- Coordinate and oversee children’s programs with the Educational Program Coordinator
- Help with internal administrative needs as they may arise with the Director.

### **Qualifications:**

College age level required. Knowledge of Word and Excel software computer skills, interest in history, art and educational programs. Communications skills an advantage.

### **Application Process:**

Applications are available on line. Please click the link below. Resume, cover letter and recommendations must accompany each application. Prior to acceptance, interviews will be scheduled with the Executive Director. Position is open starting May 1<sup>st</sup>, 2011.

For further information contact Cynthia Hall at (508) 428-5861 or email [cdhall@ostervillemuseum.org](mailto:cdhall@ostervillemuseum.org)