

## **Exhibitions Intern Job Description**

**Overall Job Description:** The Exhibitions Intern will assist with the research for a changing exhibition at the National Underground Railroad Freedom Center. In addition to content research, the position will also assist with content selection, label writing, and artifact checklist for the exhibition.

### **Responsibilities include the following:**

- Create an overview of the exhibition's various themes and sub-themes
- Create a content research framework
- Research content areas assigned
- Determine content priorities and final content selection
- Complete drafts of didactic and object labels
- Research artifacts needed
- Locate potential artifacts
- Other duties as assigned

### **Qualifications:**

- GPA of 3.0 or higher (of undergraduate or graduate degree)
- Intended degree in History, English, or Museum Studies (a related field may be considered)
- Excellent writing skills
- Strong research skills
- Strong attention to details
- Ability to handle large projects and meet deadlines
- Ability to work well alone or in a group

### **Benefits:**

- Unpaid, part-time internship
- Estimated 14-20 hours per week
- Estimated three month commitment (with possibility of continuing)
- Opportunities for increased responsibility

**Application Deadline:** April 1, 2011

**Notification of Acceptance:** by April 15, 2011

**Start Date:** June 1, 2011 (can be flexible depending on availability of accepted candidate)