

Summer 2019 Internship

The McKinley Memorial Museum is seeking an intern for Summer 2019. The intern will gain hands-on experience in collections management, exhibitions, education/outreach, marketing, and visitor services. Internships are open to undergraduate and graduate students in History, Museum Studies, or a related field. The intern will be supervised by the MMM Director, who will provide all necessary training and materials.

To apply, please submit a cover letter and resume to Amber Farris, Museum Director, at director@mckinleybirthplacemuseum.org by March 31st, 2019.

Responsibilities include:

- Collections Management
 - Researching objects
 - Accessioning objects and updating records in Past Perfect
 - Writing condition reports
 - Photographing objects
- Exhibitions
 - Planning, organizing, and installing an exhibition with input from the director
 - Writing labels for current and new exhibits
- Education/Outreach
 - Developing a lesson plan and activity for school groups that aligns with Ohio Learning Standards
 - Developing a “traveling trunk” educational collection for outreach
- Marketing
 - Writing occasional posts for the museum’s social media and blog
- Visitor Services
 - Providing friendly customer service in person and over the phone

Schedule: 12-16 hours/week (minimum of 150 hours total)

Required Qualifications:

- Current undergraduate or graduate student at an accredited school
- Completed coursework in history, museum studies, and/or related fields
- Ability to work independently or as a team
- Detail-oriented

Preferred Qualifications:

- Knowledge of museum collections management practices
- Previous experience handling museum objects
- Willingness to advocate for our organization’s mission and programs

Contact: Amber Farris, Museum Director
director@mckinleybirthplacemuseum.org
(330) 652-4273