



Port Huron Museum

1115 Sixth Street, Port Huron, MI 48060

Phone: (810) 982-0891

Exhibits Intern

Department: Collections and Exhibits

Location: Port Huron, Michigan

Pay Rate: Unpaid Internship

Credit: Internship credit for school

General Information:

The Port Huron Museum consists of one main building and three offsite locations, which include the Thomas Edison Depot, the Huron Lightship, and the Fort Gratiot Light Station. Most time will be spent at the main museum building, the Carnegie Center, with the possibility of assisting in the care of the collections and exhibits at the other sites.

Responsibilities:

The intern will be responsible for the care and maintenance of current exhibits while also helping plan, research, and develop upcoming exhibits. Time will be split between at the main museum and as a docent/tour guide at an offsite location. Other tasks could include: caring for, organizing, and cataloguing objects. Other duties, as assigned.

Position Requirements:

1. Must work a minimum of 20 hours/week and maximum of 40 hours/week. Some weekends and weeknights may be required. Ability to work weekends, a plus.
2. Must be 18 years or older as of first date of internship
3. Must be pursuing a degree in History, Museum Studies, Library Science, or a related field.
4. Knowledge of collections management, policies and procedures.
5. Knowledge of computers, organization, and attention to detail.
6. Interest in exhibit design; care and updating of exhibits.
7. Ability to work as part of a team and independently.

Length of Internship:

The start and end dates of the internship are flexible and depend upon the student's schedule. The individual must indicate the dates of their availability in their application.

Application Deadline:

Please email your application, resume, and cover letter by April 1, 2017 to:

Veronica Campbell, Director of Collections and Exhibits, at vcampbell@pnmuseum.org.