



1115 Sixth Street, Port Huron, Michigan 48060
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Exhibits Intern

Department: Collections and Exhibits

Location: Port Huron, Michigan

Pay Rate: Unpaid Internship

Credit: Internship for School Credit

General Information:

The Port Huron Museums consists of one main building (Carnegie Center Museum), and three offsite locations (Fort Gratiot Light Station, HURON Lightship, and Thomas Edison Depot Museum). The intern will spend the most time at the Carnegie Center, with the possibility of assisting in projects at the other sites, as assigned.

Responsibilities:

The intern will be responsible for learning about and executing some portions of care and maintenance of current exhibitions, while also assisting in research, plans, and development for upcoming exhibit projects. Other tasks may include, but are not limited to: caring for, organizing, and cataloging historical objects. Other duties, as assigned.

Position Requirements:

1. Must work a minimum of 20 hours/week and a maximum of 40 hours/week. Some weekends and evenings may be required. Flexibility in hours is an advantage.
2. Must be 18 years of age or older as of internship begin date.
3. Must be pursuing a degree in: History, Museum Studies, Historical Preservation, Library Science, or a related field.
4. Knowledge of collections management, and procedures is preferred.
5. Knowledge/experience in computer work, organization, and attention to detail is required.
6. Interest in exhibit design and care.
7. Ability to work as part of a team as well as independently.

Length of Internship:

The timeframe of this internship is variable and dependent upon the student's schedule, and class requirements. The applicant must indicate their preferred timeframe in their application.

Application Deadline:

Please email your Internship Application, cover letter, and resume to:

Kayla Wendt, Curator of Collections and Exhibits, at collections@phmuseum.org.

Internships are variable in length and timeframe. Please specify your preferred timeframe in your correspondence with the Curator of Collections and Exhibits.