

Exhibits Internship (Modified for Covid-19)

Where: Online, from home, in your pajamas

Job Title: Online Exhibits Intern

Supervisor: Tiffany Hamilton Collections & Exhibits Manager

Hours: Make your own hours since you'll be at home anyway. Weekends not allowed since supervisor doesn't want to work on weekends either.

Compensation: Unpaid

Summary: The Heritage Flight Museum is looking for an intern to assist in the research and development new exhibitions within the museum, as well as updating current displays as necessary. The exhibits intern will work with the Collections & Exhibits Manager, and assist them in the tasks listed above, as well as other related miscellaneous tasks/projects that may arise within the exhibits department.

Experience: This position does not require any experience working in a museum. Any necessary training will be provided on the job.

Basic Requirements:

- Intern should currently be enrolled in or recently graduated from a university Museum Studies, Anthropology, or History program.
- Be able to commit a minimum of 12 hours per week to the job
- Have basic 21st century computer skills
- Have reliable internet and a reliable computer
- Be a self-starter
- Able to think creatively
- Able to communicate efficiently with supervisor
- Able to meet deadlines
- Knowledge of or interest in military and aviation history is a bonus
- Remember that it's easier to ask stupid questions than fix stupid mistakes

Essential Tasks:

- Intern will be asked to research various eras and topics depending on the exhibit theme.
- Intern will be asked to assist in the development of new exhibits. This includes designing layout of display, possibly choosing artifacts and artifact replicas that will enhance the display, and creating description cards and signs for use in the display.

Physical Demands and Work Environment:

Be able to sit at a computer for extended periods of time.

Application Process:

If interested, submit a cover letter, current resume to archive@heritageflight.org, and at least two professional references.

Heritage Flight Museum offices may also be reached at 360-424-5151, between 8am-4pm M-F.