



Exhibits Intern Job Description

The Mississippi Children's Museum (MCM) Exhibits Intern is responsible for assisting with the care and maintenance of the museum's exhibits under the training and guidance of the Director of Exhibits and Facilities. This person will help with remediation and care of current exhibits, while also helping to plan, research, and develop upcoming projects. This position requires an interest in exhibit design, operations, and facilities.

This position requires 10-15 hours per week and is a paid internship.

Responsibilities

- Clean, repair, and maintain museum exhibits and components
- Assist and maintain exhibits and plants in the Literacy Garden and Pollinator's Playground
- Assist and maintain exhibit tools and supplies
- Assist in fabrication of exhibit components
- Research educational content for upcoming exhibits and projects
- Install/ uninstall traveling exhibits
- Assist with exhibit surveys and evaluations
- Provide assistance to museum staff members on the gallery floor when needed

Qualifications

- Internship opportunities are available for undergraduates, graduates, and recent graduates who are enrolled in a two-year or four-year institution.
- Ability to lift 30 lbs. or more on an occasional basis
- Basic knowledge of cleaning supplies and safe usage
- Employ excellent writing skills and strong verbal communication skills
- Pro-active and organized, act effectively under deadlines
- Proficient in Microsoft Office products
- High comfort level working with children and a diverse public
- Ability to work as part of a team and independently
- Ability to prioritize work activities in a timely and efficient manner
- Ability to adapt to changes in the work environment, manages multiple work demands, and adjusts to delays and unexpected events.

The Mississippi Children's Museum is a 501(c)(3) non-profit organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary. Mississippi Children's Museum is an equal employment opportunity employer and strives for diversity in all jobs and at all levels in the organization. All applicants are subject to a background check.