



Museum Student Intern Job Description

Purpose: Woodburn's Historical Museum serves as the local destination for information on Woodburn and the surrounding area's past through the display of historic artifacts and photos. The Student Intern's objective is to advance the mission of the museum by assisting in developing content, exhibits, collections and events for the general public's benefit.

Reports To: Recreation Services Manager

Responsibilities:

- Work with the Recreation Services Manager and volunteers to develop exhibits and educational content for each exhibit
- Work with the Recreation Services Manager and volunteers to find collection gaps and assist in procurement of specific artifacts to fill the collection gaps for exhibit use
- Design exhibit slides to be displayed on interactive tablets for use by visitors
- Plan layout and display of objects in the space indicated for special exhibit projects
- Assist in the installation of the exhibits and placement of artifacts
- Create an oral history document on museum exhibits
- Update docent training materials for new exhibits
- Develop events for all ages as a means of attracting more visitors; events could range from special tours, workshops, lectures and fundraisers
- Be on time for all scheduled shifts
- Ensure artifacts are properly handled
- Abide by and enforce all Woodburn Museum policies and rules
- Be accessible by phone or email

Qualifications:

- Must be enthusiastic, pleasant, flexible, understanding, dependable and willing to learn
- Must have an interest in working with people
- Must have an interest in other cultures and a passion for history
- Experience in museum studies or design can be helpful, although not required
- Ability to communicate effectively orally and in writing

Requirements:

- Must be able to successfully pass a criminal background check
- Must observe a museum docent prior to first scheduled shift

Time Commitment:

- Prefer availability for at least one four hour shift per week or biweekly
- Ability to make a minimum commitment of four months desired