Collections Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Collections Intern. Responsibilities for this position are as follows:

- Assist with incoming museum research requests.
- Assisting with three exhibits, Michigan Watercolor, a quilt exhibit and a photography exhibit.
- Work in Past Perfect software to enter collections records into database.
- Rehouse Museum’s collections as needed.
- Help in Collections department as needed.

Qualifications:

- Applicant must be detail-oriented, able to follow instructions accurately, and able to use good judgment in executing the proper handling of artifacts.
- Excellent research, writing, communication, and basic computer skills are required.

Time commitment:
15-20 hours per week
Monday - Friday
January 25 – April 15 2016

To apply, email a cover letter and resume to Membership & Development Coordinator, Heather Marshall, at heatherm@ellasharp.org, by November 6, 2015 at NOON.
Community Events Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Community Events Intern. Responsibilities for this position are as follows:

- Participate in museum festivals, events, and exhibits.
- Help plan and prepare for Museum’s major community event, the Sugaring and Shearing Festival.
- Coordinate educational programs including the Underground Railroad fieldtrip, March Reading with Belle and Civil War Days events.
- Duties will include but are not limited to volunteer coordinating, planning curriculum-based activities and programming for the festivals, booking activities and vendors, decorating, event set-up and tear-down.

Qualifications:

- Strong organizational and time management skills.
- Excellent writing, communication, interpersonal and basic computer skills are required.
- Applicant should have a degree in or be pursuing a degree in Event Management, History, Art, Museum Studies or related field.
- Must possess positive outlook and be flexible.

Time commitment:
15-20 hours per week
Monday - Friday
January 25 – April 15 2016

To apply, email a cover letter and resume to Membership & Development Coordinator, Heather Marshall, at heatherm@ellasharp.org, by November 6, 2015 at NOON.
Education Programming Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking an Education Programming Intern. Responsibilities for this position are as follows:

- Participate in museum festivals, events, and exhibits.
- Assist in the design and implementation of various school field trips and museum educational offerings, including Underground Railroad, Civil War Days and Exhibit based programming.
- Design Planetarium programming.
- Perform various tasks related to said field trips and museum programs.
- Assist the department in daily operations of the programs.
- Participate in customer service initiatives, working for and alongside volunteers and docents.
- Other related duties as needed.

Qualifications:

- Applicant should have a degree in or be pursuing a degree in history, art, or related field.
- Excellent research, writing, communication, interpersonal and basic computer skills are required.
- Must possess positive outlook, be flexible and have an interest in working with a variety of age groups.

Time commitment:
15-20 hours per week
Monday - Friday
January 25 – April 15 2016

To apply, email a cover letter and resume to Membership & Development Coordinator, Heather Marshall, at heatherm@ellasharp.org, by November 6, 2015 at NOON.
Cell Block 7 Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Digital Project Intern. Responsibilities for this position are as follows:

- Assist with Collections record keeping
- Document Cell Block 7 collections in the Past Perfect database
- Help research for future exhibits at Cell Block 7
- Participate in museum festivals, events, and exhibits
- Help in the Collections department and at Cell Block 7 as needed

Qualifications:

- Application must be detail-oriented, able to accurately follow instructions, and able to use good judgment in executing the proper handling of artifacts
- Excellent skills in research, writing, communication and basic computer knowledge is required
- Applicant should hold an interest in research and exhibit development as well as working with Past Perfect
- Applicant must complete and pass a background check with the Michigan Department of Corrections

Time commitment:
15-20 hours per week
Wednesday - Sunday
January 25 – April 15 2016

To apply, email a cover letter and resume to Membership & Development Coordinator, Heather Marshall, at heatherm@ellasharp.org, by November 6, 2015 at NOON.