

## MICHIGAN WOMEN'S HISTORICAL CENTER AND HALL OF FAME

Meridian Mall

1982 W. Grand River Ave. Okemos, MI

[www.michiganwomen.org](http://www.michiganwomen.org)

**Title:** Museum Intern

**Reports to:** Executive Director

**Job Purpose:** To develop and deliver museum programs for museum visitors and to effectively communicate the museum's activities on various social and traditional media. Begins in May 2017.

### **Key responsibilities:**

- Greet and lead tours for museum visitors
- Collaborate with staff to develop family and adult programs
- Research Hall of Fame honorees and inductees
- Manage and schedule social media and written communication with supervision
- Occasionally assist with museum collections tasks
- Other duties as assigned

### **Qualifications:**

- Junior or senior. History, Museums Studies, Education, Anthropology, Women and Gender Studies majors/minors preferred, but not required.
- Must have strong initiative
- Must work well independently and with volunteers
- Able to speak to groups and deliver excellent customer service
- Uses professional conduct at all times, including when representing the Michigan Women's Historical Center to outside organizations and individuals
- Can climb ladders, bend, squat, lift and move up to 50 pounds, be on feet for several hours at a time
- Must have strong verbal and written communication skills

### **Preferred Qualifications:**

- Experience in program and/or curriculum development
- Experience working with children
- Personable and outgoing
- Ability to be flexible and positive in a fast-paced environment

**Stipend available.** Send cover letter, resume and list of professional references (minimum of 3) to: Dr. Caitlyn Perry Dial, Michigan Women's Hall of Fame, 213 W. Malcolm X St. Lansing, MI 48933, Fax: 517-372-0170, Email: [cpdial@michiganwomen.org](mailto:cpdial@michiganwomen.org)