**JOB DESCRIPTION**

**The Columbus Museum, Inc.**

**History Exhibitions Intern**

**Purpose Statement**

The job of the History Exhibitions Intern is to work with Curatorial staff members to research themes and artifacts, artwork, and/or images for exhibitions, as approved and scheduled by the Museum’s Exhibition Planning Committee. The Intern will develop text for panels, labels, and/or gallery guides and aid in object selection. This position may serve as a liaison with community entities to facilitate in the research and/or object selection process. This job reports to the Curator of History/Exhibitions Manager.

For the 2022 summer semester, this position will work on a future exhibition featuring 20th-century photographs taken by the staff of the Columbus *Ledger-Enquirer.* The Intern will work with the Museum’s Curator of History to develop exhibition themes. The Intern may complete tasks, including but not limited to, conducting primary- and secondary-source research, assisting in the selection of documents, images and objects to display, and developing drafts of text for exhibition panels and labels.

**Essential Functions**

* Conducting original research on exhibition topics
* Developing panel, label, and/or gallery guide text related to exhibitions
* Aiding in selection of artifacts, artwork, and images for exhibitions

**Other Functions**

* Regular attendance and punctuality are required for the purpose of ensuring that the goals of the work unit can be met. Some meetings may take place via Zoom, but the intern should be available for in-person meetings and research.
* Perform other related duties listed above which are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position for the purpose of ensuring the efficient, effective functioning of the work unit can be met.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

* Demonstrated organizational skills
* Good communications skills
* Excellent project and time management skills

KNOWLEDGE is required of: American history and/or art

ABILITY is required to:

* Conduct original research
* Write original text
* Work independently

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods, and working with other persons within a department, large work unit, and/or across several small work units. Utilization of significant resources from other work units is routinely required to perform the job's functions.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Education:** High school diploma or GED equivalency. Currently enrolled in, or recent graduate of, degree program in studio art, art education, art history, history, history/social sciences education, public history, museum studies, American studies, or other applicable degree field.

**Experience** : Two years undergraduate coursework.

**Equivalency**

**Required Testing Certificates & Licenses**

None Specified None Specified

**Continuing Educ. / Training Clearances**

Required criminal fingerprint background Criminal Justice Fingerprint/Background Clearance

check every five years

**Salary Grade**

**$9 per hour, for 10 hours per week, for 10-12 weeks**

**Position term for Summer 2022: Late May – mid-August**