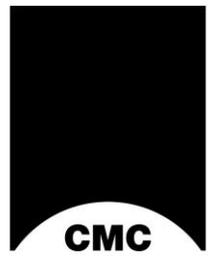


Intern Position Description



Department: Museum Experience

Intern Title: Cincinnati History Museum Intern

Purpose: Assist Cincinnati History Museum Manager with related activities to the museum

Background: The Cincinnati History Museum Manager oversees the operations of the museum as well as the development of new gallery spaces, and the cataloging/maintenance of the Cincinnati Museum Center's education collection.

Location:

Activities to take place in two CMC locations:

Cincinnati Museum Center at Union Terminal, 1301 Western Ave., Cincinnati, OH
Geier Collections and Research Center, 760 West Fifth St, Cincinnati, OH

Key Responsibilities: Assist the Cincinnati History Museum Manager with the cataloging of education collection items, containing primarily history objects and zoological specimens, and assist in the creation of gallery guides for newly created museum spaces.

Requirements: Applicants should be detail oriented, have good organizational skills, and be familiar with using Excel spreadsheets. They should also have a solid background in Cincinnati history and some experience in conducting historical research.

Reports To: Aaron Deininger, Cincinnati History Museum Manager

Length of Appointment: Flexible

Time Commitment: Standard commitment is 20 hours a week, for 10 weeks. Scheduling minimum is one day a week for 3-4 hours at a time, with at least one day on either Tuesdays or Fridays.

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Business casual, but occasionally we will be conducting activities that will be dusty or may involve cleaning

Age Requirement, if any:

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- currently enrolled as an undergraduate student
- have graduated within the past year
- are currently enrolled in graduate school