



Virtual Internship Summer/Fall 2020

The American Independence Museum in Exeter, NH seeks advanced undergraduate or graduate level intern(s) to work remotely on special and critical projects for the museum for the summer or fall of 2020. Due to Covid-19, all internships are currently scheduled to take place virtually. If conditions change, working onsite may become an option.

Reporting to the appropriate department head, the intern(s) will be assigned special projects for the museum that can be completed remotely. Possible projects include:

- Researching, creating and editing educational content for distance learning
- Developing and drafting social media content
- Assessing, storing, and organizing digital photos
- Supporting online programming and virtual exhibits for the American Independence Festival
- Auditing and organizing donor management system while supporting the development department
- Researching and writing blog posts about the museum's collection, history, and community

Opportunities to learn about and assist other museum departments/programs may also be possible. Weekly virtual meetings with all interns will include professional development opportunities with museum staff. This is an excellent opportunity for a student interested in the museum field, hospitality, education, social media management, marketing, or events management. Summer internships will commence by June 8, 2020 and interns must commit for a minimum of 8 weeks. The position is part-time between 14 and 20 hours a week. Schedule depends on intern availability but must be predetermined and correspond with the museum's office hours of Tuesday – Friday, 9:00 am to 4:00 pm.

Qualifications

Intern should be in the process of completing or recently completed his/her undergraduate or Master's degree in event management, hospitality, history, education, museum studies, marketing or a related subject. Strong interpersonal skills, superior organizational skills, and excellent time management skills are required. Demonstrated success working in an online, virtual setting a plus. Intern should be a self-starter, detail oriented, be flexible, and able to work remotely via computer.. Intern must have reliable access to the internet. This unpaid position is an exciting opportunity to be involved in a growing museum and may be eligible for course credit.

To apply:

Please submit resume, letter of interest, and two references by May 22, 2020 for summer and August 5, 2020 for fall to Director of Engagement Victoria Su at vsu@independencemuseum.org. Applications for mid-summer may also be considered depending on project availability. For more information about the museum, visit: www.independencemuseum.org

The American Independence Museum

Opened to the public in 1991, the American Independence Museum includes the c. 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. The museum chronicles the pivotal role of the Town of Exeter and the State of New Hampshire in the nation's founding, as well as the origins of the NH Society of the Cincinnati. The museum's permanent collection of documents includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution. The museum is typically open May-November, Tuesday-Saturday, 10am-4pm. Currently, it is closed to the public due to Covid-19 and an opening date for the 2020 season has not been set.