**Title:** Jack Nelson Education Intern

**Division:** Guest Engagement

**Reports to:** Manager of Museum Programs and Manager of Digital Learning

**Duration:** Up to 150 hours

**Hours/Week:** Between 10-15 hours per week, mornings strongly preferred

**Stipend:** Eligible for academic credit and a $1500 stipend

**Description:**

The Virginia Museum of History and Culture is seeking an intern to assist in all aspects of the education team’s role within the Guest Engagement Department. This includes learning and leading in-house educational programs as well as digital outreach programming. The Jack Nelson Education Intern will also work to engage with guests through various VMHC public programs throughout the semester. Other duties as assigned. Occasional evening and weekend work is required.

**Applicant Qualifications:**

Education and Experience:

* Minimum GPA: 3.0
* Open to All Majors

Required:

* Willingness to work with students/children.
* Ability to address audiences for 60-90 minutes.
* Ability to apply age-appropriate interpretive techniques.
* Understanding of basic computer technology (Microsoft Office Suite, Google Suite, Skype).

Preferred:

* Experience working with students/children.
* Experience interpreting content for visitors in a museum exhibition.
* Experience using primary sources in research.

**Physical abilities required:**

* Ability to lift 15 pounds
* Ability to stand/walk for 90 minutes

**Application requirements:**

Send the following documents electronically to Maggie Creech at [mcreech@VirginiaHistory.org](mailto:mcreech@VirginiaHistory.org).

* Resume
* Cover Letter
* Contact Information for 2 Recommendations
* Completed Online Application