



Internship Announcement

Position: **Education Intern, Summer 2019**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately 15-20 hours per week. Schedule is flexible, but some weekend work may be required.

Purpose and Goals: MIM seeks an intern to work alongside its Education team. The intern will learn how museum education enhances the guest experience while making an important contribution to MIM's mission. The primary focus of this internship will be on organizing and cataloging musical instruments in MIM's education collection.

Responsibilities:

- Inventory and organize all instruments in MIM's education collection
- Create a manageable database of instruments with sortable categories by cross-referencing existing data
- Research instruments, as needed
- Identify storage needs
- Create labels for and about instruments

Qualifications:

- At least two years of undergraduate work completed; recent graduates or graduate students are encouraged to apply
- Possess knowledge about musical instrument classification
- Demonstrate strong organizational and Excel skills
- Manage multiple deadlines at once while keeping an organized, detailed record of progress
- Have an interest in the museum's collections: musical instruments, material culture, and ethnomusicology

Educational Objectives:

- Gain hands-on experience in cataloging and creating a database of instruments
- Learn and apply museum-industry best practices and standards
- Become familiar with non-profit, and specifically museum, organizational practices

For more information please visit our website at MIM.org

Qualified candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=253641&source=CC2&lang=en_US