



3225 Fourth Street, Jackson, MI 49203 • 517.787.2320 • [www.ellasharp.org](http://www.ellasharp.org)

## Cell Block 7 Museum Professional Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No housing or stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Cell Block 7 Museum Professional Intern. This internship will provide the applicant with a wide array of museum experiences. Based on the applicant's area of interest (collections, exhibits, interpretation, education, etc.), their experience can be enhanced beyond the listed responsibilities through a project coordinated by the Museum Manager

Responsibilities for this position are as follows:

- Become fluent in the historical interpretation of Cell Block 7 and the Michigan Prison system
- Have a general understanding of the history and operations of the Ella Sharp Museum
- Conduct guided tours of Cell Block 7.
- Participate in Cell Block 7 and Ella Sharp Museum events.
- Assist in research, design and installation of future exhibitions and educational programs.
- Work in Past Perfect Software to manage collections records in the database.
- Admissions and customer service activities including ticketing and cash register management.
- Assist in cleaning and maintenance of museum.
- Help in other museum duties as needed or assigned.

Qualifications:

- Applicant should have a degree in or be pursuing a degree in history, art, museum studies or a related field. Undergraduate and Graduate levels accepted.
- Applicant must be detail-oriented, able to follow instructions accurately and be able to use good judgement in executing the proper handling of artifacts.
- Excellent research, writing, communication, customer service and computer skills are required.
- Must have a clear criminal background and be able to pass a MDOC background check.

Time commitment: 15-20 hours per week  
Wednesday – Sunday (weekends are not required – flexible scheduling)  
September 24, 2018 – December 14, 2018 (12 weeks)

To apply, email a cover letter and resume to the Volunteer and Membership Coordinator, Jena Smoyer, at [jenas@ellasharp.org](mailto:jenas@ellasharp.org), by May 31, 2018 at NOON.



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## Collections Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Collections Intern. Responsibilities for this position are as follows:

- Assist with collections cataloging, record keeping, and data entry
- Assist with the collection inventory
- Help affix accession numbers to objects, using proper museum standards
- Learn to properly handle artifacts and archival materials
- Participate in museum festivals, events, and exhibits
- Other related duties as assigned

Qualifications:

- Applicant must be detail oriented, able to accurately follow instructions, and able to use good judgement in executing proper handling of artifacts
- Excellent skills in research, writing, communication, and basic computer knowledge is required
- Applicant should hold an interest in research and working with the collections database  
Past Perfect

Time commitment:

15-20 hours per week

Monday- Friday

September 24, 2018 – December 14, 2018 (12 weeks)

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MUSEUM

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## Educational Programming Intern

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We are currently seeking an Educational Programming Intern. This is a project-based internship. Responsibilities for this position are as follows:

- Become familiar with current art/history exhibits as well as upcoming exhibits for the remainder of the calendar year
- Develop specialty tours specifically designed for infants through children four years of age
  - Tour must be formatted as a formal document that may be distributed to docents or other museum staff
- Conduct research, develop themes and write narrative texts for aforementioned tours
- Increase hands-on programming to coincide with current and future exhibits
- Practice, test and evaluate a fully developed tour and any supporting materials
- Analyze evaluations from general public
- Participate in weekly meetings with the Learning and Engagement team and attend programs and other events
- Assist the education department in other duties as needed (i.e. community festival planning and preparation)

### Qualifications:

- Interest in early childhood education, child development and/or museum education
- Attention to detail and accuracy
- Excellent skills in research, writing and public speaking
- Ability to work effectively in a diverse and fast-paced team environment
- Mature judgment, discretion and professionalism in communicating information and determining reliability of sources to the public
- Basic computer knowledge is required

### Time commitment:

15-20 hours per week

Monday- Friday

September 24, 2018 – December 14, 2018 (12 weeks)

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## Marketing Intern

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We are currently seeking a Marketing Intern. Responsibilities for this position are as follows:

- Assist in marketing efforts of Ella Sharp Museum and Cell Block 7
- Help manage the web presence of both museums, including web sites and social media accounts.
- Draft social media campaigns and see them executed.
- Learn basics of non-profit marketing and industry software.
- Participate in museum festivals, events, and exhibits.
- Other related duties as assigned.

Qualifications:

- Marketing, advertising, public relations, or communications field of study
- Excellent written, spoken, and interpersonal communication skills
- Basic computer knowledge is required
- Applicant must have a positive attitude and able to work with a team

Time commitment:

15-20 hours per week

Monday- Friday

September 24, 2018 – December 14, 2018 (12 weeks)

To apply, email a cover letter and resume to the Volunteer and Membership Coordinator, Jena Smoyer, at [jenas@ellasharp.org](mailto:jenas@ellasharp.org), by May 31, 2018 at NOON.