



3225 Fourth Street, Jackson, MI 49203 • 517.787.2320 • 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)
January 22, 2018 – April 13, 2018

To apply, email a cover letter and resume to the Intern Administrator, Jena Smoyer at jenas@ellasharp.org, by December 1st, 2017.