



MUSEUM OF SCIENCE & HISTORY

1025 Museum Circle • Jacksonville, FL 32207 • (904) 396-6674 • www.themosh.org

Exhibits Fabrication Intern POSITION DESCRIPTION

DEPARTMENT: Exhibits
IMMEDIATE SUPERVISOR: Director of Operations
STATUS: Internship (unpaid)
HOURS: Minimum 100 hours per semester

POSITION PURPOSE:

The Exhibits Fabrication intern position supports the creation, installation and maintenance of MOSH's exhibits. This position will directly be responsible for hands on creation and building of exhibit components.

DUTIES AND RESPONSIBILITIES:

- Help create supplemental materials for existing exhibit displays
- Consult with Exhibits team regarding concept and design of exhibit components
- Assist exhibit staff in the maintenance of existing exhibits
- Painting exhibit spaces and touching up existing paint as required
- Maintain cleanliness in exhibit spaces and exhibit workshop
- Assist with the installation and removal of traveling exhibits (subject to exhibit calendar)

SPECIAL AUTHORIZATION:

Authorized to have all general museum areas, Exhibits Shop, exhibit storage areas

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

Currently enrolled in college or technical/vocational school. Ideal candidates are pursuing a degree in the art, construction, design or a related field.

SKILLS AND ABILITIES

- Ability to sketch, draw and paint, sculpt
- Read floorplans and do simple math
- Use hand and power saws
- Positive attitude, enthusiastic and outgoing
- Self-motivated and strong work ethic
- People-oriented with strong communication skills
- Ability to lift up to 50 pounds and stand for long periods of time.

TIME COMMITMENTS:

Interns are responsible for completing the required number of hours set forth by their college or university in order to receive college credit. Interns seeking degree enrichment (not for credit) must complete 100 hours during the semester for completion of the program.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of interns assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

(Print Name)

Date

(Signature)