



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

## **MOSH Archives Intern POSITION DESCRIPTION**

**DEPARTMENT:** Curatorial  
**IMMEDIATE SUPERVISOR:** Collections Manager / Registrar  
**STATUS:** College Internship (unpaid)  
**HOURS:** Minimum 100 hours per semester

---

### **POSITION PURPOSE:**

MOSH Archives Interns assist curatorial staff with research pertinent to the collections and provide general administrative support. The position requires exceptional attention to detail, strong interpersonal skills, a high level of professionalism, good writing skills, and enthusiasm for the selected field of study.

### **DUTIES AND RESPONSIBILITIES:**

- Assisting Curatorial staff with the preservation, research and cataloging of the MOSH Archives
- Utilizing PastPerfect Museum Software to catalog and inventory collections
- Becoming familiar with object handling, marking, and storage procedures
- Monitoring and caring for Collections on exhibit
- Assisting with exhibit installation and strike (subject to exhibit calendar)

### **SPECIAL AUTHORIZATION:**

Authorized to access to all general museum areas and History Collection room.

### **QUALIFICATIONS:**

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

#### ***EDUCATION AND EXPERIENCE***

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in history, public history, or museum studies. Other majors may be considered on a case-by-case basis.

#### ***SKILLS AND ABILITIES***

- Interest in archives, history, and museum collections
- Applies policies and procedures
- Communicates effectively both orally and in writing
- Positive attitude, enthusiastic and outgoing
- Self-motivated and strong work ethic
- People-oriented with strong communication skills
- Proficiency in Microsoft Word/ Excel

**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 not receiving college credit for their internship must complete a minimum of 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.

\_\_\_\_\_  
Intern (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern (Signature)