



MUSEUM OF SCIENCE & HISTORY

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

Retail Marketing Intern POSITION DESCRIPTION

DEPARTMENT:	Visitor Experience
IMMEDIATE SUPERVISOR:	Retail Manager
STATUS:	College Internship (unpaid)
HOURS:	Minimum 100 hours per semester

POSITION PURPOSE:

The Retail Marketing Internship will provide support to the MOSH Store, and work with the Retail Manager to research new product lines, vendors, strategies for the store. This may include working with local vendors, artists, designing new contests or promotions for the store, assisting with stocking, inventory and store layout changes.

DUTIES AND RESPONSIBILITIES:

- Researching and contacting new vendors for innovative products to supplement Spring 2017 exhibits
- Creating new promotions / discounts to better serve MOSH guests
- Assisting retail manager with any inventory or layout changes to the store
- Researching and implementing special store promotions and supplements to museum events

SPECIAL AUTHORIZATION:

Authorized to access to all general museum areas, Retail office, and Retail Storerooms.

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 Business, Marketing, Hospitality Management, Sales or Museum studies. Other majors may be considered on a case-by-case basis.

SKILLS AND ABILITIES

- Interest in Retail Management, Marketing
- 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 & Adobe, Publisher

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)