



Gallery Exhibit Intern

Position Description:

The Scott County Historical Society (SCHS) is seeking a Gallery Exhibit Intern to develop an exhibit on *Fashion History*. Using the SCHS collection, the intern is encouraged to develop their own concept of the topic. The intern is responsible for research, design and exhibit installation. This unpaid position runs for approximately 4 months (*February – May*) with flexible hours. We ask interns to commit to at least 10 hours per week. The intern is supervised by the Curator of Collections.

General Information:

SCHS is a countywide professional institution taking a leadership role in managing Scott County's historical resources; it operates a museum and historic house in downtown Shakopee, MN. We serve our communities by preserving information and making it available through professional collection practices, exhibits, and education/outreach programs for people of all ages. We strive to make history relevant and fun.

Responsibilities:

- Research historical concept and topical history
- Write exhibit text and signage
- Generate artifact list
- Create object mounts as needed
- Create exhibit layout and design, including graphic design
- De-install previous exhibit
- Install *Fashion* exhibit
- Represent the SCHS in a professional manner
- Write one SCHS Blog post with an exhibit focus
- Write one article for the Scott County SCENE publication on a topic related to Scott County history
- Intern may also assist in other areas of museum work, including other public programs, marketing and publicity, and/or visitor services

Requirements:

- Must have an educational background or demonstrated interest in museum studies, library science, graphic design, or history
- Must have strong research, writing and oral communication skills
- Ability to lift up-to 50 lbs. and stand or sit for long periods of time
- Proficiency with MS Office
- Experience with PastPerfect Software a plus.

To apply: please send letter of interest, resume, and two references by January 15, 2019

David Nichols, Curator of Collections

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Scott County Historical Society

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