

THE SIXTH FLOOR MUSEUM AT DEALEY PLAZA COLLECTIONS & EDUCATION INTERNSHIP

EXPERIENCE HISTORY!



TO APPLY

for this paid internship,
send a resume, cover letter,
application form and
two references

BY APRIL 2

to: Human Resources
Manager

nedraw@jfk.org

Internship made possible
by ExxonMobil Community
Summer Jobs Program

ABOUT US

The Sixth Floor Museum at Dealey Plaza is one of the nation's most important repositories of original photographs, film footage and artifacts related to the assassination of President John F. Kennedy. The Museum's mission is to chronicle the assassination and legacy of President John F. Kennedy, and to interpret and support the Dealey Plaza National Historical Landmark District and the John F. Kennedy Memorial Plaza. With more than 325,000 on-site visitors each year, the Museum is committed to the development of exhibitions and public programs that present contemporary culture within the context of presidential history.

JOB SUMMARY

The Collections & Education Intern supports the Museum's Collections Manager and Curator of Education in the cataloguing of collections materials and the development of object-based curriculum for Museum visitors.

JOB RESPONSIBILITIES

- Cataloguing specific items into the Museum's collections management database. This includes: handling diverse materials such as photographs, historic newspapers, and documents; tracking object numbers; researching and recording catalogue information; creating detailed physical and content descriptions of collection items; documenting collection provenance; scanning or photographing objects; entering catalogue information in TMS®; and verifying proper storage.

- Assisting with various aspects of developing object-based public programs, curricula, on-line content and activities. This includes: developing creative history-themed lesson plans based on collections materials; presenting completed lesson plans at a teacher training workshop at the conclusion of the summer; aligning teacher resource materials to the Texas Essential Knowledge and Skills (TEKS) curricular standards; and working with the webmaster to upload collections items and teacher resources onto the Museum's website.

REQUIREMENTS

- Currently enrolled undergraduate college student who will be returning to college in Fall 2010
- Strong communication, research, writing and organizational skills
- Computer proficiency with working knowledge of database and graphic design software
- Preference given to students majoring in Communications, Education, History or Museum Studies
- Students with immediate family employed by ExxonMobil are not eligible for this internship opportunity.
- Internship may be completed in any 8-week period between May 17 and August 31, 2010.
- Applicants must fill out an application for employment: http://www.jfk.org/content/pdf/DCHF_JobApp.pdf