POSITION DATA

JOB TITLE: Exhibition Intern
DEPARTMENT: Exhibitions
REPORTS TO: Exhibition Production Assistant
DATE: June 2020

POSITION OVERVIEW:
The exhibition intern will work under the supervision of the exhibition production assistant and the exhibition content coordinator on projects that collect, create, display, and evaluate content related to stakeholder communities of the 9/11 Memorial Museum such as witnesses and survivors, and rescue and recovery workers. The internship will provide the student the opportunity to develop practical skills in a museum environment, interact with a variety of museum professionals, receive routine and instructive feedback, and learn firsthand how content developers, curators, researchers, evaluators, and project managers create, sustain, and evaluate exhibitions.

ESSENTIAL FUNCTIONS:
The Exhibitions Department oversees content development, design, installation, and media production for the 110,000-square-foot physical exhibitions that document the history of the 9/11 attacks. Digital exhibitions, such as the 9/11 Memorial Registries, provide a platform to engage members of the community—witnesses and survivors, first responders, rescue and recovery workers, and those who created commemorative memorials around the country and the world—and share their individual stories online. The exhibition intern will actively engage in exhibition efforts through the following activities:

• Assist with research and writing to support ongoing enquiry for special exhibitions
• Assist with oral histories, fact checking, data organization, and caption writing for the 9/11 Memorial Registries (registries.911memorial.org), a digital exhibition documenting the experiences of 9/11 witnesses and survivors, rescue and recovery workers, and the proliferation of memorials around the world
• Assist with media asset management and coordination
• Assist with research and ideation for a new digital-media projects
• Support evaluation of existing installations and online projects through surveys, visitor observations, focus groups, traffic flow studies, analytics, and other methodologies
• Participate in other exhibition and project management duties as required

GENERAL QUALIFICATIONS:
• Currently enrolled as an undergraduate or graduate student
Available to work full-time for 10 weeks, from June 1, 2020, to August 7, 2020
Excellent written and oral communication skills
Demonstrated research skills and organizational skills
Familiarity with relevant computer programs, including Microsoft Office suite
As appropriate, ability to deal with difficult and sensitive materials related to events of September 11, 2001
All intern applicants must disclose any current association with a member of staff of the 9/11 Memorial & Museum

Note: Individuals participating in an internship position are not disqualified from, but are not entitled to, a position with the National September 11 Memorial Museum during or upon completion of their internship.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.

The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.

This document is a communication tool and not intended as a written or implied contract of employment.

I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

HOW TO APPLY
Include job title in the email subject field
Please state the location where job posting was seen
Send cover letter and resume to 9/11 Memorial Jobs - Museum Exhibitions
911mmexhibitionsjobs@911memorial.org