JOB TITLE: Exhibition Design Intern  
DEPARTMENT: Exhibitions  
DATE: June 2020  

POSITION OVERVIEW:  
The Exhibitions Department oversees content development, design, installation, and media production for the Museum’s 110,000-square-foot physical exhibitions as well as online exhibition features.  

The exhibition design intern will work under the supervision of the exhibition designer and the assistant director of exhibition production to develop 2D and 3D design solutions for the 9/11 Memorial Museum. 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 a museum team creates, maintains, and evaluates exhibitions.  

ESSENTIAL FUNCTIONS:  
The exhibition design intern will gain experience in exhibition design and production through the following activities:  
- Conceptualize, visualize, and execute exhibition designs considering artifact display, cases, environmental graphics, color, materials, labels, and lighting  
- Create elevations and case documentation  
- Lay out and prepare graphic labels for print  
- Organize and store design files  
- Participate in other design, production, and special projects 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  
- Familiarity with relevant computer programs, including Microsoft Office, Adobe Creative Suite, and Google SketchUp. Vectorworks knowledge is a plus.  
- Demonstrated organizational skills  
- 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.

**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