

**Job Description and Goals:**

The Museum Programs & Collections Assistant will experience the inner workings of a small museum by performing various duties in each department of the museum. By working on a variety of projects that require different skills, the Museum Programs & Collections Assistant will gain valuable insight into what future career path to pursue.

Because the NWH&WHHS would like its intern to get the most out of his or her experience, we will encourage the Museum Programs & Collections Assistant to focus on projects that are best aligned and relevant to his/her interests. Museum departments and projects include:

**Education** – The Museum Programs & Collections Assistant will have the opportunity to work with the Director of Education on the following projects:

- *Colonial Crafts & Trades Workshop* – The intern will have the opportunity to serve as the Assistant Director of this one-week educational workshop for children, including research, creation and implementation of lesson plans and activities.
- Creating new school, scout and birthday brochure.
- Grant writing and reporting

**Collections/Exhibits** - The Museum Programs & Collections Assistant will have the opportunity to work with the Archivist and Assistant Curator on the following projects:

- Research and accessioning artifacts
- Labeling reproduction artifacts in the historic house
- Creating an inventory of items in the historic house
- Research and development of future exhibits

**Public Programs** - The Museum Programs & Collections Assistant will have the opportunity to work with the Coordinator of Public Programs on the following projects:

- Planning and publicizing special events put on by the museum for the general public
- Script writing and editing for the West Hartford Hauntings program
- Research subjects and write articles for museum publications

**Visitor Services** - The Museum Programs & Collections Assistant will have the opportunity to work with the Coordinator of Public Programs and the Director of Education as:

- Hostess – The intern may serve as a hostess to visiting guests during the museum's public hours, including orienting guests and running the cash register and gift shop.
- Historical Interpreter – The intern may be trained to give costumed tours of the historic house to the museum's visiting public.

**Administration** - The Museum Programs & Collections Assistant will have the opportunity to work with the Executive Director on the following projects:

- Fundraising
- Grant research and writing