

Archives and Exhibitions Intern Summer 2016

The Valentine museum is currently seeking an intern to support the development of an online photography exhibition, *Faces of Freedom, Stories of Service*, that opens late 2016 through the Google Cultural Institute platform. The project will primarily revolve around the transcription of approximately 15 audio-recorded interviews with local military veterans. The intern will also be expected to provide recommendations for some excerpts to be included in label text for the exhibition. Other duties related to the exhibition will be assigned. Through this opportunity, the intern will develop exhibition sensitivity awareness, gain firsthand experience in online exhibition planning and expand their skill set and knowledge base under the direction of a curator.

EDUCATIONAL BACKGROUND:

Qualified candidates should be pursuing an undergraduate or graduate degree in a related field, have a strong attention to detail and a great interest in museum work.

SKILLS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and Microsoft Word programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

Valentine Interns will receive a \$1000 stipend upon completion of 150 hours. Interns will work with their supervisor to determine a schedule, however hours must be worked between May and August, between the hours of 9 and 4:30.



Costumes & Textiles Internship Summer2016

The Costumes & Textiles intern will assist the Nathalie L. Klaus Curator of Costume and Textiles with auditing, cataloguing and rehousing targeted sections of the permanent collection. This ongoing project involves the location based inventory of the collection, basic cataloguing of collection objects, the preparation of objects for record photography, and data entry using the museum's digital database. Interns will develop object sensitivity awareness, learn costume storage techniques, observe important examples of historic costume and learn the research skills, curatorial language and analytic proficiency required in daily cataloguing.

EDUCATIONAL BACKGROUND:

Candidates should be pursuing an undergraduate or graduate degree in a related field, have strong attention to detail, a basic understanding of fashion and/or textile history and some object handling skills.

SKILLS REQUIRED:

- Experience with *Proficio* database welcome.
- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and Microsoft Word programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

Valentine Interns will receive a \$1000 stipend upon completion of 150 hours. Interns will work with their supervisor to determine a schedule, however hours must be worked between May and August, between the hours of 9 and 4:30.



Finance/HR – Accounting Intern Summer 2016

Under the supervision of the Director of Finance, the Accounting Intern will be responsible for assisting with the processing of financial transactions for the Finance Department of The Valentine by performing the following duties:

- Verifies, allocates, and post the details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.
- Reconciles and balance accounts as assigned.
- Provide administrative support in order to ensure effective and efficient office operations.
- Perform other related duties as required.

SKILLS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and Microsoft Word programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

Valentine Interns will receive a \$1000 stipend upon completion of 150 hours. Interns will work with their supervisor to determine a schedule, however hours must be worked between May and August, between the hours of 9 and 4:30.



General Collections Intern Summer 2016

Under the supervision of the Elise H. Wright Curator of the General Collection, the intern will be responsible for assisting with the care and documentation of the museum's General Collection which consists primarily of fine and decorative art, housewares, personal items, architectural elements and industrial objects as well as Native American Indian material culture.

- Conducts object research.
- Updates catalogue records in museum collections database.
- Updates and organizes supporting paper object files for accessioned collections.
- Provides some collections-related administrative support in order to ensure effective and efficient office operations.
- Perform other related duties as required.

EDUCATIONAL BACKGROUND:

- Required: Undergraduate college or university coursework with the completion of some archaeology, art history and/or museum related courses. Knowledge of Native American Indian material culture and societies would be welcome.
- Preferred: Graduate or post graduate college or university coursework with a focus in museum studies, historical archaeology or art history degree.

SKILLS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and Microsoft Word programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

Valentine Interns will receive a \$1000 stipend upon completion of 150 hours. Interns will work with their supervisor to determine a schedule, however hours must be worked between May and August, between the hours of 9 and 4:30.



Public Relations and Social Media Internship Summer 2016

The Valentine seeks a highly motivated social media intern to assist with a variety of projects ranging from basic social-media maintenance to assistance crafting a formal social media policy. Candidates should have a basic familiarity with Richmond history and be able to commit 12-15 hours per week.

Over the duration of the semester, the internship will require working with many departments of the museum including development, collections management, exhibits, education, visitor's services and communication. Interns will also have the opportunity to attend Museum events.

Duties may include the following:

- Work with staff to develop priorities for social media strategy and investigate new social media platforms/initiatives
- Shoot and edit short videos for the website, Instagram, Vine and YouTube
- Create reports on website analytics
- Coordinate organization's social media activities on Facebook, Twitter, Flickr, Instagram, Tumblr, Vine, Foursquare and other platforms
- Write and edit blog entries and post them to the website
- Assist with special events and other administrative tasks

Qualifications include experience shooting video and basic film editing; excellent written and verbal communications skills, must know Adobe Suite and Microsoft Office; be comfortable with social media and learning new programs and have an interest in creative business/marketing.



Museum Intern – Visitor Services Summer 2016

Under the supervision of the Director of Retail Operations and Visitor Services, the intern will be responsible for researching the Dialogue Based Tour Model and developing training materials and exercises based on that research and current Curatorial information on the 1812 John Wickham House.

- Investigates training techniques for Dialogue Based Tour Model.
- Becomes familiar with current Curatorial information and supporting materials for 1812 John Wickham House.
- Provides some Visitor Services administrative support such as updating binders and digitizing any new materials produced.
- Perform other relevant duties as required.

EDUCATIONAL BACKGROUND:

- Required: Undergraduate college or university coursework with the completion of some Public History, History, Education, Communications or related courses. Knowledge of Sites of Conscience, Dialogic Models, and Experience creating and leading group trainings would be welcome.
- Preferred: Graduate or post graduate college or university coursework with a focus in Public History, History, Education, Communications or related field.

SKILLS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and Microsoft Word programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PHYSICAL REQUIREMENTS: The Museum Intern for Visitor Services must be physically able to stand and walk, be able to climb stairs, lift and move resource materials when required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Museum Intern for Visitor Services may be asked to lift and carry materials, boxes, binders or files weighing up to 15 pounds.

