



Museum Operations Internship or Practicum

Under the supervision and training of the Operation Manager and Floor Supervisors, the intern will assist with various museum operations tasks and projects. Although these opportunities carry no stipend, the intern will be gaining experience in all facets of the museum from administration and clean team to exhibit staff and volunteer coordination.

PRIMARY RESPONSIBILITIES

- Greeting and serving as a resource to museum visitors
- Interacting with museum guests to facilitate hands on, interactive exploration and inquiry –based learning.
- Staging, restaging, cleaning, and repairing of exhibits and exhibit items.
- Supporting the “adopt an exhibit” program, updating the books and providing feedback to both operations and programming staff for each exhibit.
- Serve as Mentor for Upward Bound student program.
- Light facilities and grounds maintenance
- Assist with the creation and implementation of a supply inventory system.
- Perform research on vendors and prepare cost benefit analysis.
- Design and develop accounts tracking database.
- General office duties as required (e.g. ,filing, copying, mailing, faxing).
- Developing/updating and maintaining an intern training log
- Special projects as assigned.

PREFERRED QUALIFICATIONS

- Excellent verbal and written communication skills
- Experience and knowledge of finance and accounting preferred
- Experience with hand and power tools
- Talent for prioritizing multiple tasks and adhering to deadlines
- Proficient in Microsoft Office Suite (specifically Word, Excel and PowerPoint)
- Excellent organizational and research skills and keen attention to detail
- The ability to work collaboratively in a diverse work environment. Must be able to invoke diplomacy in all situations
- Superior customer service skills
- Hours per week will be based upon internship or practicum requirements and will include weekends and holidays

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter with two professional references by email to:
Samantha Hand, Operations Manager, sam.hand@okwonderitorium.org

Applicants are encouraged to contact the operations manager with any questions about the internship or application process at sam.hand@okwonderitorium.org or 405-533-3333