

Programs & Special Events Internship

The Mississippi Department of Archives & History is seeking a *Programming & Special Events Intern* to assist with the planning and implementing of dynamic programs for diverse audiences. This internship will serve in the Administration and Programs & Communication divisions within MDAH, focusing on Mississippi Historical Society-related tasks and working with the public program team. This intern will have hands-on learning experiences and opportunities to work with the MDAH director, MDAH board of trustees, and MHS board of directors, learning the department's functions throughout the semester with a focus on programming.

Scope of Responsibilities

Mississippi Historical Society (MHS)

- Index volumes of the *Journal of Mississippi History* to create a more comprehensive overview of Journal articles and content
- Proofread and edit the Spring/Summer 2023 issue of the *Journal of Mississippi History* and help with the publication
- Assist with MHS Annual Meeting preparation, including logistics, registration, and coordination with vendors and attendants
- Perform general administrative tasks related to the MHS
- Assist with MDAH Board of Director Meetings and other special events and projects as assigned

Public Program Team

- Assist with the planning, implementation, and follow-up related to MDAH programs and special events held in the spring.
 - Work with a variety of different teams across the department and outside vendors
 - Learn and assist with logistics, planning, marketing, and day-of-program needs
- Help the programming team with executing programming objectives
 - Makers Fest, MDAH's largest public program, held on Saturday, May 13
 - Other Spring 2023 programs, including History Happy Hours, Trivia Night, Gallery Talks
- Assist with marketing social media campaigns, such as brainstorming and researching ideas for content and writing captions/posts to engage MDAH's target audience

Skills

- Excellent oral and written communication skills
- Attention to detail
- Ability to meet deadlines
- Independent thinking and problem-solving while being a hands-on team player
- Research skills
- Confidentiality
- Microsoft Office Suite
- Adobe InDesign (preferred)

Time Commitment:

The position will last throughout the semester. Hours can be scheduled anywhere from 9 a.m. to 6 p.m., including some weekend hours. Interns are expected to work around 10 to 15 hours a week.

The intern will need to be available to work partially on the following dates:

- Thursday, March 2, and Friday, March 3, 2023, for the MHS Annual Meeting in Jackson, MS, at the Two Mississippi Museums
- Friday, May 12, and Saturday, May 13, 2023, for set-up and day of Makers Fest in Jackson, MS
- Optional: Attend MDAH board of trustees quarterly meetings on January 20 and April 21, 2023

How to Apply:

- Please submit an online application through the [MDAH website](#) by December 9, 2022.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete until you provide these additional documents.

For more information, please contact the Volunteer and Internships Coordinator at (601) 576-6895 or mdahinternships@mdah.ms.gov.