

Eudora Welty House & Garden Museum Internship

Museum - Eudora Welty House & Garden

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History (MDAH) seeks a curious and collaborative student to serve as the *Museum Intern* at the Eudora Welty House & Garden, the historic literary house museum and garden at 1119 Pinehurst Street in Jackson, Mississippi. This internship offers unique opportunities to develop a variety of skills, such as education and evaluation, as well as provides practical operational experience.

Primary Responsibilities:

- Assist Welty House staff as needed in all areas of museum operations.
- Complete docent training and lead Welty House tours for the visiting public.
- Assist Exhibits & Volunteer staff in creating or enhancing docent training materials (like “specialty binders” for themed tours on Welty’s art, *The Optimist’s Daughter*, etc.).
- Conduct an audit on current education methods and materials.
- Propose, design, and co-lead educational programs and activities for k-12, college-level, intergenerational families, and adult lifelong learners (especially summer programs).
- Research, recommend, and create educational methods and materials for Welty House staff and/or teachers to use on-site during field trips.
- Research, recommend, and create educational resources, methods, and materials to help instructors include Eudora Welty, her work, and facets of her life in the classroom.
- Craft and conduct educator surveys and present findings to staff.
- Collaborate on programming with nearby institutions such as the Stewpot Community Services, Mississippi Children’s Museum, and the COFO Civil Rights Education Center.
- Contribute images and content for the EWHG Education e-Newsletter and social media.
- Prepare a 5-minute “rapid-fire” PowerPoint public presentation on your contributions as an intern; present a final project report at the Intern Expo in late July.

Requirements:

- Students pursuing studies in English, History, Art, Communications, Museum Studies, Library Science, or related fields preferred.
- Strong research capabilities, organizational skills, and attention to detail.
- Excellent oral and written communication skills and willingness to ask questions.
- Creative thinker eager to learn.
- The ability to work both independently and collaboratively.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](#) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.