

Education and Outreach Internship

Museum - Education

Compensation: \$2,000.00 stipend

Application deadline: August 24, 2025

The Mississippi Department of Archives and History is seeking an *Education and Outreach Intern* to join the education team at the Two Mississippi Museums within the Museum Division. This intern will support the development and delivery of engaging, standards-aligned programming, with a key role in planning Fall Break Camp and shaping future initiatives such as Spring Break Camp 2026. Responsibilities include lesson planning, assisting with grant writing, and contributing to outreach strategies, particularly efforts to build partnerships with Jackson Public Schools to increase student access to the museums.

This internship provides hands-on experience in museum education, public programming, and community engagement, making it an ideal opportunity for students interested in careers in education, nonprofits, or cultural institutions.

Primary Responsibilities:

- Support Fall Break Camp planning and implementation, including developing 3–5 engaging, age-appropriate lesson plans aligned with Mississippi State Standards.
- Contribute to grant and program proposal writing for Spring Break Camp 2026, helping to shape long-term educational initiatives that serve K–12 students statewide.
- Conduct targeted outreach to Jackson Public Schools (JPS), with a goal of contacting at least 10 schools during the internship to promote museum field trips and camp participation.
- Assist with the creation of print and digital educational materials, such as pre-visit guides, student activities, and educator follow-up tools.
- Attend and help facilitate guided tours, school programs, or outreach events, supporting both on-site and virtual educational efforts.
- Participate in weekly team meetings and brainstorming sessions to gain insight into the behind-the-scenes work of museum education and public engagement.

Requirements:

- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Interest in education, history, museum studies, public humanities, or a related field.
- Comfortable engaging with students, educators, and community members.
- Reliable transportation to and from the Two Mississippi Museums.
- Experience developing or delivering educational content for K–12 students.
- Familiarity with Mississippi social studies standards.
- Previous work or volunteer experience in a school, museum, or cultural institution.
- Basic knowledge of grant writing or program development is a plus.
- Proficiency in Microsoft Office.

Time Commitment:

This internship spans from September 8 to December 19, with a minimum requirement of 140 hours. This internship requires a flexible weekly schedule, with an average of 8–12 hours per week during the fall semester. During Fall Break Camp week (Monday, October 6 through Friday, October 10), the intern will need to be available on-site for several hours each day to assist with camp activities and programming.

How to Apply:

Submit an online application through the [MDAH website](#) by August 24, 2025.

For more information, please contact Shelby Tipton, Deputy Director of Administration, at (601) 576-6865 or stipton@mdah.ms.gov.