

Museum Programming Operations Internship

Museum- Education

Compensation: \$2,000.00

Application deadline: August 24, 2025

The Mississippi Department of Archives & History is seeking a *Museum Programming Operations Intern* to support the education section of the Museum Division. Based at the Two Mississippi Museums, this internship provides a behind-the-scenes look at the daily operations that keep exhibitions running smoothly and visitor experiences seamless. Interns will assist with scheduling, facilities coordination, budget tracking, and internal communication systems while working closely with staff across multiple departments.

Primary Responsibilities:

- Streamline and manage spreadsheets for recurring building, exhibit, and IT maintenance issues.
- Assist in the creation and revision of museum-wide schedules (staff, cleaning, programs).
- Research and suggest new systems for tracking and streamlining maintenance or supplies amongst teams.
- Support preparation for museum programs and events (e.g., supply inventory, space setup).
- Shadow the Museum Education team to learn about interdepartmental communication between Ed/Pro, Curatorial, AV, and Facilities teams.
- Contribute to long-term planning discussions related to museum space, programs, and upkeep.
- Attend operations and curatorial services meetings, take notes, and synthesize key takeaways.

Requirements:

This internship is ideal for students with an interest in museum studies, nonprofit management, project management, education administration, or operational roles within the humanities. Candidates should demonstrate the following:

- Strong attention to detail
- A self-starting, curious, and proactive attitude
- Excellent communication skills, both digital and in-person
- Ability to manage multiple tasks simultaneously and maintain accurate records
- Experience with or interest in organizational systems, such as calendars, spreadsheets, and supply inventories
- Enthusiasm for learning how museums operate behind the scenes
- Willingness to work collaboratively and support coordination among departments, including Education, Programs, Curatorial, Facilities, and AV
- Flexibility and adaptability in a dynamic work environment, with a readiness to assist with a variety of museum needs

Time Commitment:

This internship spans from September 8 to December 19, with a minimum requirement of 140 hours. Working hours are flexible, Monday through Friday, between 8:00 a.m. and 4:30 p.m. Important program dates include: September 16, October 16, November 1, and December 5. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

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.