

Traveling Exhibits Internship

Museum- Exhibits

Compensation: \$2,000.00 stipend

Application deadline: August 24, 2025

The Mississippi Department of Archives & History seeks an individual to serve as a *Traveling Exhibits Intern* in the exhibits section of the Museums Division. The traveling exhibits intern will assist the exhibits team in developing new traveling exhibits, as well as updating and maintaining current exhibits. This position will provide hands-on experience in exhibit planning, design, and logistics. The intern will gain insight into the museum field and the processes behind creating public exhibits. The position will provide opportunities to strengthen project management, research, and communication skills. The opportunity to take ownership of projects and add to a portfolio makes this a worthwhile experience for career development.

Primary Responsibilities:

- Updating traveling exhibit packets
- Researching and selecting relevant panels
- Working through the logistics of converting existing exhibits to traveling
- Inspecting and correcting any issues with the current traveling exhibits

Requirements:

- Strong organizational skills with attention to detail.
- Good written and verbal communication abilities.
- Ability to work both independently and collaboratively as part of a team.
- Interest in history, museums, education, or public engagement.
- Basic research skills and creativity in problem-solving.
- Proficiency in Microsoft Office.
- Familiarity with Adobe Creative Suite is desirable.
- Willingness to engage in some physical tasks such as packing, unpacking, and assembling exhibit components.

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. 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.