



Museum Administration Internship –

The Albin Polasek Museum & Sculpture Gardens

(10 + hours per week for 15 weeks. 150-180 hours total. 3 credit hours.)

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in History and must receive educational credit. Candidates will be asked to complete an on-site interview with the Executive Director prior to the start of the internship.

Debbie Komanski, Executive Director
The Albin Polasek Museum & Sculpture Gardens
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Position Description:

Intern will work under the guidance of the Executive Director and the Director of Museum Operations in the museum's administration department. Intern will focus on learning the day-to-day routine of a non-profit organization and assist in the growth of museum membership.

Duties will include:

- Working with the museum's database system
 - Updating contact information
 - Inputting new members
 - Inputting new volunteers
 - Recording volunteer hours
- Assisting in membership renewal mailings
- Events historian: compiling press coverage of museum from past publications
- Other duties may include assisting with answering the phone, assisting with bulk mailings, folding museum flyers, gallery openings, assisting with garden parties, other tasks deemed necessary by Executive Director or Director of Museum Operations

At the end of the semester, the intern will present an overview of the accomplished tasks and their benefit to the organization.

Mid-term and end-of-term evaluations will be done by the Executive Director and the Director of Museum Operations and sent to the professor.

Qualifications:

- Enthusiastic, cheerful individual who is willing to work independently
- Dependable and punctual team player who can maintain the flexibility required in a small museum setting
- Ability to work with the public in a professional manner
- Some experience with event planning or public relations