



P. O. Box 770657, Winter Garden, FL 34777 Ph: 407-656-3244 FAX: 407-656-0110

A Non-Profit, 501(C)3 Organization

Museum Administration Internship – Summer/Fall 2009

The Winter Garden Heritage Foundation Museums

(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 Museum Director prior to the start of the internship.

Benjamin Salata, Director of Museums
Winter Garden Heritage Foundation
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Winter Garden, FL 34777
407-656-3244
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Position Description:

Intern will work under the guidance of the Director of Museums in the Foundation's administration offices. Intern will focus on learning the day-to-day routine of a non-profit organization and assist in the growth and management of museum marketing and outreach.

Duties will include:

- Working with the museum's databases
- Adding information to museum website
- Digitizing archival and photographic records
- Other duties may include assisting with answering the phone, assisting with bulk mailings, folding museum flyers, exhibit openings, other tasks deemed necessary by Director of Museums.

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 Director of Museums Operations and sent to the professor.

Candidate must demonstrate

- Organizational skills
- Ability to work independently
- Computer skills
- Possesses verbal and written communication skills