



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

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**A Non-Profit, 501(C)3 Organization**

Museum Collection 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  
PO Box 770657  
Winter Garden, FL 34777  
407-656-3244  
museumdirector@wghf.org

**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 proper techniques and methods of museum collection management, including, objects, archives, and photographs.

**Duties will include:**

- Working with the museum's databases
- Review and organize collection materials from collections
- Adding entry of the information into the PastPerfect Collections program
- Developing and implementing proper storage techniques
- 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