

Job Title: Texarkana Museums System Intern
Site: Museum of Regional History
Pay: Unpaid Internship, Credit Hours Offered

Internship Summary: The Texarkana Museums System seeks a motivated, self-starting individual to intern at the Museum of Regional History. Build your resume while helping to preserve the unique history of Texarkana, USA; Miller County, Arkansas; and Bowie County, Texas. You will have the opportunity to gain practical experience in the non-profit sector and build a resume for work in the field of public history and historic preservation.

Qualifications: Students enrolled in Associate's Degree or Bachelor's Degree programs or those with an Associate's Degree or Bachelor's Degree in an applicable humanities field are welcome to apply. Applicants should have excellent communication skills, work well with the public, and have a strong work ethic. Potential interns should be able to work independently as well as part of a structured group. Experience with Microsoft Office, or comparable program suites, is required. Experience with one or more of the following or comparable platforms is a plus, but not required: GIMP design software, Adobe Spark, Canva, MySQL, or Apache. Experience with various social media platforms and strong writing skills, are also preferred.

Hours: Part-Time; Flexible shifts available, Tuesday - Sunday.

Typical Duties & Responsibilities May Include:

- Assisting in the Collections department. Duties will include, but are not limited to: processing new acquisitions; conducting an inventory of existing collections which includes working with digital databases; moving collection items to and from collection storage and exhibit areas; photographing collection items.
- Assisting in the Wilbur Smith Research Library. Duties will include, but are not limited to: assisting the public with research questions and use of research devices. Scanning collection items for digital resource devices
- Acting as receptionist for the Museum of Regional History. Duties include: greeting the public; answering phones; selling admission tickets and/or gift shop items; answering guest questions about TMS properties and other attractions or businesses located downtown.
- Acting as tour guide for scheduled group tours.
- Assist with the production of brochures, maps, flyers, etc.
- Promoting TMS and its properties through social media outlets such as Facebook, Twitter, YouTube, Instagram, etc.
- Assist with the planning, preparation, and implementation of in-house events
- Operate office equipment as required
- Assist with various duties as assigned, which may include assisting other departments as needed.

To apply, please send a Letter of Interest and Resume to MoRH@TexarkanaMuseums.org or call 903-793-4831 for more information.