

Job Title: Texarkana Museums System Intern
Site: Historic Homes (Ace of Clubs & P. J. Ahern)
Pay: Unpaid Internship, Credit Hours Offered

Internship Summary: The Texarkana Museums System seeks a motivated, self-starting individual to intern at the Ace of Clubs House & P. J. Ahern Home. 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:

- Guiding tours of the historic Ace of Clubs House & P. J. Ahern Home and leading outdoor walking tours in the Quality Hill Historic District.
- Assisting TMS staff with regular preservation and conservation tasks at the Ahern Home including, but not limited to: cleaning historic woodwork and furnishings; moving historic furnishings and redesigning display spaces; and conducting inventories of historic collections in the Ace of Clubs House & P. J. Ahern Home
- Scanning and organizing historic documentation of the Ace of Clubs House & Ahern Home
- Assist with the production of brochures, maps, flyers, etc.
- Promoting the Ace of Clubs House & Ahern Home via social media outlets such as Facebook, Twitter, YouTube, Instagram, etc.
- Assist with the planning, preparation, and implementation of in-house events
- Assist with various duties as assigned, which may include assisting other departments of the Texarkana Museums System as needed.

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