



Museum Management Internship

Description: The Studebaker National Museum was established to be the center for education, preservation, and interpretation of design and innovation. This is accomplished through programming, active collecting, and the display of vehicles, archives, and artifacts that showcase the local and global influence of Studebaker and related industrial innovators. In pursuit of this vision, the Museum is one of only three automotive museums to earn accreditation from the American Alliance of Museums.

An important part of successfully fulfilling the mission of the Museum is to provide foundational experiences for the next generation of Museum professionals. The Museum is seeking internship candidates who wish to gain hands-on experience in the museum or non-profit management fields.

Responsibilities: Workflow will be carefully monitored and assigned by a designated supervisor at the Museum. Projects will be determined through assessment of an intern's interest as well as the needs of the Museum. During their term at the Museum, an intern may work on projects inclusive of any of the following areas:

- Assist with the development and implementation of Museum events including the Speakers Series, Cars and Coffee, and the Concours d'Elegance at Copshaholm
- Assist with execution of Annual Giving programs which encompass membership, the annual fund, and similar programs
- Create and release material designed to promote the Museum for social media and the Museum website
- Record and manage Museum visitor and donor records.
- Conduct research and benchmarking used to set the strategic direction of Museum programs.

Qualifications: Internships are available for any student enrolled in an undergraduate or graduate school program. Candidates will be judged based upon demonstrated interest in the field as well as past experience and education. Familiarity with Microsoft Office, WordPress, or Neon CRM are encouraged by not required.

Describe how this internship offers an experiential learning opportunity, the skills you expect the student to develop, and the networking opportunities the student will have:

The entirety of the internship is based upon the student learning the role of programming in Museum by playing an active role in the creation and implementation of such programming.

Dependent upon the students interests and desired track, projects will lead to events that are actually put on by the Museum. This principle also applies to materials created by the student for marketing purposes. Their work will be closely monitored, but also provide the freedom to craft their projects in their own style. Students will move beyond the theoretical to focus on how a Museum is managed especially in the face of a limiting budget, donors, etc.

The student will, by the end of the internship, recognize the myriad of jobs that are a part of Museum management and programming. Students will also gain practical experience related to interacting with the public and donors as will be needed at any Museum job in the future. Because of the encouraged flexibility of the program, the intern will gain experience in a variety of programming and marketing capacities.

The student will spend significant time with the Museum's professional staff who have ties through both the automotive Museum world and beyond. The staff is always happy to share and use their connections on behalf of the interns. Visits to other area Museum will also be arranged to ensure that the intern is exposed to the wide array of Museum jobs and professionals.