



1855

octagon  
house  
museum

## Internship Descriptions

### **Marketing & Sales Intern**

Assists with sales, marketing, and promotional projects for the Octagon House Museum. This may include gift shop operations, print and online media, website maintenance, public relations, community building events, and fundraising.

Ideal degrees: Marketing, Communications, Computer Science

Hours: 10-15 per week, unpaid

Required Materials: Application, cover letter, resume

### **Research & Collections Intern**

Assists with processing, storage, documentation, care, and display of museum artifacts, research projects for the museum and patron research requests.

Ideal degrees: History, Preservation, Library Sciences, Museum Studies

Hours: 10-15 per week, unpaid

Required Materials: Application, cover letter, resume

### **Finance Intern**

Assists with daily and regular accounting. This may include recording daily transactions, invoicing, preparing deposits, tracking investments, generating financial reports, and budgeting. The Finance Intern will utilize Quickbooks and Excel software programs.

Ideal degrees: Business, Finance, Accounting

Hours: 10-15 per week, unpaid

Required Materials: Application, cover letter, resume

### **Museum Intern**

Assists with the daily operations of the museum. This includes tours, customer service, light retail, interpretation, exhibits, and displays. Ideal for those starting to explore the Museum Studies and Public History fields.

Ideal degrees: History, Museum Studies

Hours: 10-15 per week, unpaid

Required Materials: Application, cover letter, resume

### **Administration Intern**

Assist with the operations of the museum complex. This includes scheduling, volunteer coordination, customer service, and light retail.

Ideal degrees: History, Business, Museum Studies

Hours: 10-15 per week, unpaid

Required Materials: Application, cover letter, resume