

ROSA PARKS MUSEUM

Job Title:	Interpretation and Visitor Relations Intern	Institution:	Rosa Parks Museum
Level/Salary Range:	Unpaid	Position Type:	Internship
Location:	Montgomery, Alabama	Contact:	Madeline Burkhardt
E-MAIL: mburkhardt@troy.edu			
Job Description The Rosa Parks Museum seeks a collaborative, forward-thinking, and dependable Interpretation and Visitor Relations Intern. Reporting to the Adult Education Coordinator, this position will assist with tours and educational programs.		MAIL: Rosa Parks Museum Attn: Madeline Burkhardt P.O. Drawer 4419 Montgomery, AL 36103-4419	
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Collaborate with the Adult Education Coordinator and the K-12 Education Coordinator to plan, implement, and promote a wide variety of programs and events that reflect the mission of the Museum. • Gather and log data of the types of visitors to the Museum to gain knowledge of our target audience for future programs. • Assist in leading guided tours of the Museum as well as working the information desk. • Collaborate with the Adult Education Coordinator on marketing strategies to bring in a wider audience to the Museum’s events. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS Applicant must be a current college student or a recent college graduate. S/he must be able to devote to 20 hours a week for one semester.			
SKILLS LEARNED <ul style="list-style-type: none"> • Increase creativity in creating programs for a diverse audience. • Proficiency of data collection and marketing strategies. • Develop skills in public speaking, guest relations, and time management. • Gain experience in the day-to-day operations of a museum. 			