**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**
- 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**
- 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.