

NHA 2017 Intern Descriptions

Education

The position of Education Intern specializes in facilitating innovative, informal learning opportunities for museum visitors of all ages at NHA historic sites and the flagship Whaling Museum. The intern will participate in the production and execution of educational activities and/or materials to promote formal and informal learning for the Nantucket Historical Association's Department of Visitor Experience. This involves working with a wide array of NHA visitors (museum members and program participants of all ages) in varied capacities. In addition, the intern will work closely with other museum staff and assist with other public and special programs and the overall daily operations of the NHA's Department of Visitor Experience as needed.

- **Education Programs:** Each intern will be trained to facilitate hands-on educational activities, demonstrations, tours and family-oriented activities for visitors. These include Discovery Room children's programs, held in a dedicated space for inter-generational learning inside the Whaling Museum, as well as all-ages artifact stations and activities in the Whaling Museum. He/she will also facilitate public or special programs with colleagues in the department as needed.
- **Individual Project:** During the course of the internship, each intern will be required to complete an individual project, from conception to final product, which will be used to enhance the NHA's educational offerings to the public. Projects are assigned to interns by supervisors based on the needs of the institution and the skills of the individual. The final project will result in valuable professional growth and portfolio content for interns and meaningful additions to the NHA's body of knowledge and educational offerings.

Public Programs

The position of Public Programs Intern at the Nantucket Historical Association specializes in assisting with public programs and special initiatives for museum visitors of all ages at various NHA historic sites and the flagship Whaling Museum. The intern will participate in the production and execution of various public and special programs throughout the NHA summer season— including evening lectures, concerts, family events, rooftop gatherings – for the Nantucket Historical Association's Department of Visitor Experience. This involves working with a wide array of NHA visitors (museum members and program participants of all ages) in varied capacities. In addition, the intern will work closely with other museum staff and assist with other programs and the overall daily operations of the NHA's Department of Visitor Experience as needed.

- **Public Programs:** Each intern will be trained to plan and facilitate a broad assortment of public programs throughout the NHA portfolio— including lectures, concerts, family events – expanding and bolstering his/her experience in museum programming and public service. He/she will also help to facilitate an all-ages artifact station and activities throughout the Whaling Museum as needed.
- **Individual Project:** During the course of the internship, each intern will be required to complete an individual project. Projects are assigned to interns by supervisors based on the needs of the institution and the skills of the individual. The final project will result in valuable professional growth and portfolio content for interns and meaningful additions to the NHA's body of knowledge and organizational offerings.

PR/Communications

The position of PR/Communications Intern at the Nantucket Historical Association specializes in assisting with daily PR, communications and social media needs organization-wide, furthering the NHA's mission through its various media and digital outlets. Daily tasks may include assisting with press releases, responding to public TripAdvisor ratings, supporting social media efforts, distributing flyers, posting calendar listings, and other duties as assigned. The intern will also gain valuable non-profit work experience by participating in the execution of public community programs and special events throughout the NHA summer season including evening lectures, concerts, family events and rooftop gatherings.

- **PR/Communications:** The intern will be trained to assist in a broad assortment of PR and communications efforts throughout the summer season to ensure maximum exposure for the organization and further the NHA's outreach and mission. The intern will expand and bolster his/her experience in non-profit media outreach and communications, and will also gain public museum experience by facilitating an all-ages artifact station and activities throughout the Whaling Museum as needed.
- **Individual Project:** During the course of the internship, each intern will be required to complete an individual project. Projects are assigned to interns by supervisors based on the needs of the institution and the skills of the individual. The final project will result in valuable professional growth and portfolio content for interns and meaningful additions to the NHA's body of knowledge and organizational offerings.

Museum Collections/Records Management Intern

The Museum Collections Intern will assist the Curatorial and Archival staff in organizing and cataloging museum collections and archival materials. Emphasis will be placed on organizing and properly storing the organization's institutional records including maps and drawings of NHA sites. Other responsibilities will include assisting with cataloging of collections at the Gosnold Collections Center. Knowledge of InMagic collections software is preferred.

The position will provide an opportunity to practice cataloguing and records management in a museum setting. The intern will work closely with curators, archivists and others in the Museum Resources department to gain conceptual knowledge, along with the hands-on experience in museum collections management. At the end of his/her internship, the intern will have greater understanding of collections management and records management in a museum setting, as well as working with volunteers, processes and budgeting, all within the non-profit sector which he/she will be able to translate into future career opportunities.

- **Individual Project:** During the course of the internship, each intern will be required to complete an individual project, from conception to final product. Projects are assigned to interns by supervisors based on the needs of the institution and the skills of the individual. The final project will result in valuable professional growth and portfolio content for interns and meaningful additions to the NHA's body of knowledge