

Internship: Exhibits Branch

Working at the National Museum of the Marine Corps

Job Description

The National Museum of the Marine Corps is looking for a fall intern to assist with the Exhibits Branch. The intern will assist with research, oral histories, and the organization of information.

The position requires a minimum of 16 hours and a maximum of 29 hours per week.

Responsibilities:

- Conduct oral history interviews of Museum staff and contractors who participated in the development of the Museum's Final Phase.
- Collect and organize primary source information associated with the Museum's Final Phase. Develop a database with descriptions of the sources for internal Museum use.
- Conduct archival photo and film research to find reference material to support visual electronic media production for the Museum's Final Phase.

Requirements:

- Excellent oral and written communication skills.
- The applicant has completed at minimum a Bachelor's degree in history or museum studies.
- Familiarity with archival photo and film research.
- Experience conducting oral history interviews.
- Familiarity with U.S. Marine Corps history, U.S. military history, and U.S. military operations in Afghanistan and Iraq.

Physical Requirements:

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to be in one position for long periods of screen use, reach with hands and arms, and talk and hear both in person and over devices. The employee interacts in close spaces and frequently with other workers, vendors, and guests. May be in situations which require conflict resolution. The position works in a museum environment with artificial light and air.

The Marine Corps Heritage Foundation is an equal opportunity employer.