



Programs and Engagement Department
650 W. Washington Street
Indianapolis, IN 46204
317.509.7679

INTERNSHIP POSITION DESCRIPTION

Title: 2025 Summer Museum Education Collection Intern

Supervisor: Bethany Thomas

Position Purpose:

To assist the Engagement team with the management of the Education Collection used for programming.

Key Responsibilities:

- Maintain current inventory of education collection including gallery and program space closets
- Work with Collections Management and Curatorial staff on the research and documentation of the Education Collection
- Maintain storage and tracking system of education collection
- Work with Engagement staff to process potential objects that may be added to the Education Collection.
- Research and develop content on objects to be used in programming and added to database
- Other duties as assigned

Qualifications and Required Skills:

- Pursuing college degree in Museum Studies, Anthropology, History or related field
- Self-motivated, problem-solver, and organized
- Excellent research, writing and time management skills

Position Shift:

Monday through Friday between 9 a.m. and 5 p.m.; Hours per week are negotiable and could range from **5-25 hours per week** as agreed upon with student and/or advisor and availability. This is a non-paid internship.

Position Evaluation:

A final evaluation at the end of the internship is available upon request. A mid-term evaluation is available, if desired, required or warranted for the internship.

Benefits:

- Free parking when interning (parking passes validated in the Volunteer/Intern Center)
- Free one year membership after completion of 40 service hours
- Free IMAX preview events (some restrictions apply – see the Volunteer/Intern Center staff for more information)
- Discounts at the museum store and restaurant
- Recommendation letters from staff and documentation of hours served
- Free educational opportunities, and occasional optional day trips for a small fee

Start Date: Negotiable

End Date: Negotiable



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How to apply: Fill out **internship application** at <https://www.indianamuseum.org/internships/> and send **resume and cover letter** to:

Bethany Thomas
VP of Education and Engagement
Email bthomas2@indianamuseum.org