

## Exhibits Design Assistant Internship

*Museums - Curatorial Services*

**Compensation:** \$2,500.00 stipend

**Application deadline:** March 11, 2025

The Exhibits team of the Mississippi Department of Archives and History (MDAH) is seeking an intern to serve as an Exhibits Design Assistant. The chosen candidate will primarily assist the exhibits designer with graphic design tasks. This intern will engage with the MDAH exhibition team while developing relationships with the curatorial services staff. This internship offers real-world exposure to many aspects of graphic design within a museum setting, as well as opportunities to explore and gain insight into state government.

### Primary Responsibilities:

- Assist with exhibit design and development.
- Aid with installation and de-installation of exhibits or exhibit components.
- Help with exhibit maintenance.
- Assist with the productivity of the exhibition workshop.
- Present a final project report at the Intern Expo on July 28.

### Requirements:

- Applicants must demonstrate strong graphic design skills, knowledge of existing graphic design software, and organizational skills.
- The ability to work independently with prolonged focus is important.
- A graphic design or museum studies background is preferred.
- **A portfolio of work must be submitted with an application.**

### Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. The working hours are flexible, Mondays through Fridays, between 8:00 a.m. and 5:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

### How to Apply:

Submit an online application through the [MDAH website](#) by March 11, 2025. **Submit a portfolio to [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov) for your application to be considered.**

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).