



The Aurora Fossil Museum Foundation, Inc., Aurora, North Carolina, has unpaid internship opportunities in the Education, Collections, Technology, and Gift Shop areas. For more information on our internships, please get in touch with the museum at: intern@aurorfossilmuseum.org

COLLECTIONS INTERNSHIP

Position: Non-paid Collections Intern

Location: Aurora Fossil Museum Foundation, Inc.
400 Main Street
Aurora, NC 27806

Duration: 8-16 weeks (start/end dates are flexible)
Minimum of 16 hours per week, including one weekend day as needed

Qualifications: Applicants should be energetic, possess good communication, interpersonal, and organizational skills, have an upbeat demeanor, and enjoy working with the public, co-workers, and volunteers. Candidates must be at least 16 years of age and have an interest in Museum Studies, Collections Management, Exhibit Development, or a closely related field of study. A flexible schedule is required. Applicants must be able to lift 30 lbs., work in various environments, and function in a fast-paced, noisy setting. A background check will be required for interns 18 years of age and older.

Intern Responsibilities: Collections Interns will assist the Museum Curator with the museum's collection, exhibits, and displays. Responsibilities will include:

1. Assisting with exhibit development
2. Assisting with collections management and curation
3. Assisting with developing educational displays and exhibits
4. Assisting with developing a collections database
5. Assisting with photographing and archiving the museum's collections
6. Carrying out all duties using an enthusiastic, positive, friendly, and approachable demeanor

Applicant requirements:

1. Applications will be accepted on an open-ended basis.
2. Applicants must meet the minimum time requirements listed above in the “Duration” section of this posting.
3. As needed, the applicant must undergo a background check before beginning the internship.
4. All internships at the Aurora Fossil Museum are unpaid. The applicant is responsible for lodging, travel, or food expenses and needs.
5. Applicants must be self-motivated, work well in independent and group settings, and have strong communication skills.
6. Interns must follow the Aurora Fossil Museum dress code and code of ethics.
7. Applicants must provide a resume in conjunction with the intern application.
8. Applicants must provide a letter of reference.

Please submit the intern application, resume, cover letter, and letter of reference to the following address or via email at intern@aurorafossilmuseum.org

Aurora Fossil Museum Foundation, Inc.
Attn: Museum Internships
P.O. Box 352
Aurora, NC 27806