



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](mailto:intern@aurorfossilmuseum.org)

### **GIFT SHOP INTERNSHIP**

**Position:** Non-paid Gift Shop 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 Retail, Marketing, or a closely related field of study. A flexible schedule is required, and prior experience working (paid or unpaid) in retail is preferred. Applicants must be able to lift 25 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:** Retail Interns will assist the Gift Shop Manager with components of the museum's Gift Shop operations. Responsibilities will include:

1. Assisting with merchandising
2. Assisting with inventory
3. Assisting with retail operations
4. Assisting with processing and packaging online purchases
5. Assisting with photographing gift shop merchandise for the online gift shop
6. Carrying out all duties using an enthusiastic, cheerful, 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](mailto:intern@aurorafossilmuseum.org)

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