



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

TECHNOLOGY INTERNSHIP

Position: Non-paid Technology Intern

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

Duration: Minimum of 8 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 interacting with the public, co-workers, and volunteers. Candidates must be at least 16 years of age and have a background or interest in Computer Science, Internet Technology, Website Development, Social Media, or a closely related field of study. A flexible schedule is required, and prior experience working (paid or unpaid) in the technology field 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 and older.

Intern Responsibilities: Technology Interns will assist with components of the museum's internet and social media presence. Two days per week will be spent working to enhance the museum's online brand. Responsibilities will include:

1. Assisting with webpage development
2. Assisting with developing a more substantial social media presence
3. Assisting with the museum's remote programming and tours
4. Assisting with the development of the museum's YouTube Channel
5. Assisting with documenting museum events and activities
6. Assisting with building a database for various museum departments
7. Assisting with organizing and digitizing historical photos and visitor records
8. 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