



## EMPLOYMENT OPPORTUNITY

### **MUSEUM EDUCATION & PUBLIC PROGRAMS INTERN**

#### **Museums at Union Station**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **JOB SUMMARY**

The Museums at Union Station celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. The Museum seeks a Digital Projects Intern as an apprenticeship under the Museum Curator. The role is a researcher, storyteller, and project manager all in one, and helps with the expansion and awareness of the Museums at Union Station's brand and digital footprint by identifying, curating, and marketing our exhibitions and collections in digital applications (apps, online channels) that reaches both our on-site visitors and digital community.

The Digital Projects Intern will explore the Museum's collection for related materials and work with the museum team to assist in the design and facilitation of programs that are relevant to school, family, and community populations in Ogden. These will include: MUS Live, Ogden Kids Create, OC Tot programs, interpretive programming including exhibitions guides, tour, outreach community programs, and experiential and historic education. A current Marketing, Communications, History or Museum Studies Bachelor candidate with an excellent grasp of technology.

#### **RESPONSIBILITIES**

- Research numerous Museum exhibition topics, including within exhibition background research and the Museum collection, working with collections team to identify important Museum items to highlight exhibitions and intellectual property
- Regularly liaise with curatorial teams in the research and writing process to align storytelling with goals and philosophy of exhibition
- Identify themes and write engaging copy for our lesson and public programs plans
- Curate accompanying images, video, and sound for each digital story (where applicable)
- Work with exhibition team to design on-site and offline experiences
- Collaborate with partner development teams to build out stories within applications
- Research and identify new digital extensions for the Museum to consider
- Support design of on-site signage and collateral

#### **QUALIFICATIONS**

- Proven interest in storytelling and interpreting history for a general audience
- Experience working with digital products or exhibition design is highly desirable

- Superb written communication skills with experience writing in a pithy and engaging style
- Excellent verbal communication skills and ease with collaborating across multiple departments
- Strong project management skills with a high level of organization and attention to detail

The Digital Projects Intern must commit to 20 hours per week. The Museum provides a flexible work schedule to accommodate academic and work commitments.

### **WORKING CONDITIONS**

Work both in an office environment and outdoors. Work includes sitting and researching and developing reports and walking outdoors to observe and record existing conditions. Must be able to lift approximately 30 lbs.

### **CRIMINAL HISTORY AND/OR FINANCIAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

### **MOTOR VEHICLE REPORT**

Will be obtained by Human Resources Division if applicable

### **VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of his/her DD-214 with application to receive veteran's points. This is for initial appointments only.

### **SALARY**

\$14.00 per hour, Up to 20 hours per week.

### **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADAAA**

**September 6, 2022**