

Museum Operations Internship – One unpaid position available

ABOUT USA SOFTBALL: Founded in 1933, USA Softball is the National Governing Body of Softball in the United States and a member of the United States Olympic Committee. One of the nation's largest sports organizations, USA Softball sanctions competition in every state through a network of local associations and has grown from a few hundred teams in the early days to over 135,000 teams today, representing a membership of more than one million. USA Softball is responsible for training, equipping, and promoting the USA Softball National Teams that compete in international and domestic competitions.

PURPOSE OF POSITION: The Museum Operations Intern will work on renovating and updating the Hall of Fame Museum. This internship offers experience in a professional workplace and is an ideal training environment for the museum education/professional sports industry.

RESPONSIBILITIES:

- Organize museum collection space using museum best practices and procedures.
- Design, layout, and install museum exhibits.
- Improving and adding catalog database information.
- Digitizing exhibit collections.
- Conducting research that supports program and audience development.
- Assisting with developing virtual educational programming for various audiences.

REQUIREMENTS/SKILLS/QUALIFICATIONS

- Must be enrolled in a college credit internship program, preferably pursuing a degree in business, sports administration, marketing, communications or a related major.
- Proficient in Microsoft Office Suite.
- Must be reliable, creative, and detailed oriented.
- Must be able to pass a background check and SafeSport trained upon hiring.
- Ability to conduct verifiable online research.
- Must be motivated to work independently and be a self-starter and work successfully with little supervision.
- Excellent written and verbal communication skills.
- Ability to lift and carry moderately heavy objects.
- Ability to crouch, climb, balance, sit, and stand for long periods of time.
- Possess the ability to see projects through to completion.
- Ability to handle delicate and valuable materials with care.
- Graphic design and video editing experience/abilities a plus.

Compensation: \$9/hour

Benefits: These internships do not include any additional benefits (medical/dental insurance, tuition reimbursement, retirement plan, etc.).

Qualified applicants should send a resume and a cover letter detailing interest to:

Allison Flaig, Chief of Staff

Email: aflaig@usasoftball.com

Subject line: Museum Operations Internship