



Exhibition Research and Evaluation Intern

POSITION OVERVIEW:

The Exhibition Research and Evaluation Intern will work under the supervision of the exhibition content coordinator and the memorial exhibition assistant manager on projects that collect, create, display, and evaluate content related to stakeholder communities of the 9/11 Memorial Museum such as family members of 9/11 victims, witnesses and survivors, and rescue and recovery workers. The internship will provide the student the opportunity to develop practical skills in a museum environment; interact with a variety of museum professionals; receive routine and instructive feedback; and learn firsthand how content developers, curators, researchers, evaluators, and project managers create, sustain, and evaluate exhibitions.

ESSENTIAL FUNCTIONS

The Exhibitions Department oversees content development, design, installation, and media production for the 110,000-square foot physical exhibitions that document the history of the 9/11 attacks. Digital exhibitions, such as the 9/11 Memorial Registries, provide a platform to engage members of the community—witnesses and survivors, first responders, rescue and recovery workers, and those who created commemorative memorials around the country and the world—and share their individual stories online. The Exhibition Research and Evaluation Intern will actively engage in exhibition efforts through the following activities:

- Assist with research, fact checking, data organization, and caption writing for the 9/11 Memorial Registries, a digital platform documenting the experiences of 9/11 witnesses and survivors, rescue and recovery workers, and the proliferation of memorials around the world
- Transcribe, timestamp, and assess oral histories related to research topics (survivor stories, military response, health effects, remembrances of 9/11 victims, etc.) to help identify segments that can be incorporated into exhibitions or other interpretive programs
- Research recent acquisitions of artifacts, photographs, and archival documents donated in memory of 9/11 victims and help to prepare digital representation of materials to be uploaded to in-gallery interactive kiosks
- Support evaluation of existing installations and online projects through surveys, visitor observations, focus groups, traffic flow studies, analytics, and other methodologies
- Participate in other exhibition and project management duties as required

GENERAL QUALIFICATIONS:

- Currently enrolled as an undergraduate or graduate student and must have completed first year of undergraduate education
- Excellent written and oral communication skills
- Demonstrated research skills and organizational skills
- Familiarity with relevant computer programs, including Microsoft Office suite
- As appropriate, ability to deal with difficult and sensitive materials related to events of September 11, 2001

GENERAL INFORMATION:

- This will be a 10-week Summer Internship/Externship Program beginning on June 4 and ending on August 10.
- An intern must have availability weekly throughout the summer during regular business hours of 9:00 a.m. to 5:00 p.m.

HOW TO APPLY:

- Include title of internship/externship in the email subject field.
- Please state the location where job posting was seen.
- Send cover letter and resume by **04/13/2018** to careers@911memorial.org
- Please visit our web site at www.911memorial.org.

***Note:** Individuals participating in an internship position are not disqualified from, but are not entitled to, a position with the National September 11 Memorial Museum during or upon completion of their internship.*

The National September 11 Memorial & Museum at the World Trade Center Foundation, Inc. is committed to workforce diversity. EEO.