



## STATE FAIR BIRTHDAY MUSEUM INTERNSHIP

The Arizona Exposition and State Fair is looking for a motivated individual to assist in creating and curating our historical display at the 2024 Fair. As the Birthday Museum Intern, you will play a crucial role in developing and maintaining the museum, which celebrates 140 years of Fair fun. You will be responsible for ensuring the smooth operation of the museum, interacting with visitors, arranging exhibitions, and safeguarding the artifacts and photos on display.

Working with our marketing team, this intern will have the opportunity to enhance their portfolio, gain hands-on experience, and learn what goes into managing a museum space during the largest single community event in Arizona.

**Timing:** June 1 - November 10  
Summer - 5 hours weekly  
Fall - 20 - 25 hours weekly (more depending on availability and Fair need)  
Weekend and evening availability in September and October is required

### Main Knowledge Objectives:

This internship offers a unique opportunity to be part of a special exhibition that celebrates the rich history of the Fair. You will gain valuable experience in museum operations, visitor engagement, and artifact care while contributing to a memorable experience for Fair guests.

### Intern Responsibilities:

- Collaborate with marketing team in the planning and development of exhibitions, including research, writing, and design support
- Assist in the installation and deinstallation of exhibitions, including object handling and display setup
- Assist with cataloging, documenting, organizing all museum artifacts
- Monitor the museum to certify all exhibits remain in good condition and assist with crowd control during peak visitor times
- Assist with arranging photos/artifacts to ensure the exhibit is visually appealing
- Engage with visitors, answering questions, providing additional context about specific artifacts or photos, and encouraging exploration of the museum



**Qualification/Requirements:**

- Currently enrolled in a college or university program
- High level of professionalism and motivation to be on time
- Must possess a discerning eye for aesthetics and a strong sense of visual composition, capable of determining the most appealing arrangement of artifacts and photos within the museum space
- Excellent organizational, communication and interpersonal skills.
- Attention to detail and the ability to handle artifacts and photos with care
- Customer service skills necessary for interactions with guests
- Ability to work independently and take initiative, as well as collaborate effectively with other staff members.
- Availability to work during Fair hours, including weekends and evenings.
- Understanding of Google Suite, including but not limited to, Docs, Sheets, and Slides

**Education Requirements:** College/University student preferably working towards a degree in museum studies, art history, anthropology, history or a related field. Graduate students may also apply.

**Physical Requirements:** Must be able to stand for extended periods of time which could include walking around the museum multiple times a day. Must have excellent communication skills (i.e., communicate clearly and effectively in both written and spoken English). Must be able to lift boxes weighing up to 20 pounds. Managing the museum and interacting with guests requires standing, walking, kneeling, stooping.

Submit cover letter, resume, and availability to [ane.pulu@azstatefair.com](mailto:ane.pulu@azstatefair.com).

Must be 18 years of age or older and have a valid driver's license.

Equal Employment Opportunity (EEO) and Reasonable Accommodation Employer (RAE)