



Internship Openings in Business/Marketing

Disaster Plan Developer

Hours: 90+

Objective: With the supervision of the JCHS Curator, the Disaster Plan Developer would work to revise and better develop the Johnson County Historical Society Disaster Plan.

Responsibilities:

- Review disaster plan templates/formats to determine right one for JCHS.
- Review existing material on developing a disaster plan for small museums.
- Develop the plan.

Experience: Strong writing and communication skills.

Fields of Study: Museum Studies, Communication

Museum Gift Shop

Hours: 90+

Objective: Assist with reconfiguring the JCHS museum gift shop and designing items.

Responsibilities:

- Gather images and designs from JCHS Collections to create new items for sale in the JCHS gift shop
- Research items to sell in conjunction with JCHS items, including but not limited to books, toys, educational items, etc.
- Develop a plan for inventory, ordering and marketing.
- Design displays.

Experience: Marketing and retail experience. Graphic design background is desirable.

Fields of Study: Graphic Design, Marketing, Museum Studies

Website Designer

Hours: 90+

Objective: Update and redesign the JCHS website

Responsibilities:

- Upload new content to website
- Add images and graphics

Experience: Previous experience in website design

Fields of Study: Marketing, Web Design, Graphic Design

TO APPLY

- 1.) Submit a cover letter along with your resume/CV and two professional references by **March 29, 2010** to:

Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241

- 2.) Your cover letter should include which internship you wish to apply for, explain your interest in this internship and your hours available.