

Mabry-Hazen House is seeking interns for 2019. We are searching for candidates to contribute to our collections and interpretation departments. Candidates will have the opportunity to choose a department in which to focus, but throughout the internship, individuals will work in both the interpretation and collections department to gather valuable experience and a holistic perspective of the museum field.

Candidates will work directly with the director to assist with projects, which can include the planning and presentation of educational programming, interpretation research and facilitation, visitor services, special event coordination, updating information in the collection management databases and preparing condition reports, collections care, and exhibition development. Interns will receive hands-on, practical experience. The positions are unpaid, but Mabry-Hazen House will work with the intern's home institution to provide academic credit.

The intern should be prepared to work 10-15 hours per week for 8-10 weeks. Mabry-Hazen House is flexible with scheduling.

Candidates should have strong writing skills, an enthusiasm for local history and preservation organizations, and an interest in applying history in a variety of mediums. **Skills and qualifications are preferred, but not required.**

Collections Internship

Duties:

- Update information in PastPerfect database
- Accession artifacts from collection and create new records in PastPerfect
- Photograph objects
- Assist in preparation of condition reports
- Help pack objects
- Research artifacts and write catalogue descriptions

Preferred Skills and Qualifications:

- Object handling experience
- Experience using PastPerfect or other museum collections database software
- At least 3 semester hours (1 course) of museum studies classwork
- Knowledge of Microsoft Office Suite
- Transportation to and from the museum
- Ability to lift up to 30 pounds

Interpretation Internship

Duties:

- Become knowledgeable of the history and features of the historical site
- Greet visitors and perform operational duties of the site
- Research and present public interpretative programs
- Conduct tours of historic house and site

- Assist with marketing projects such as email newsletters and social media

Preferred Skills and Qualifications:

- Experience in public speaking and handling diverse audiences
- Effective communication skills
- At least 6 semester hours (2 courses) in American history
- Possess a keen interest in and knowledge of Knoxville history
- Ability to perform basic research and organize large amounts of information
- Handle controversial issues with tact and professionalism
- Transportation to and from the museum

To apply, please send a resume to Patrick Hollis at director@mabryhazen.com.

Bio

The Mabry-Hazen House Museum, listed on the National Register of Historic Places, is located atop Mabry's Hill in Knoxville, Tennessee. Built in 1858, three generations of the same family resided in the Italianate-style home overlooking downtown Knoxville, Tennessee River, and Great Smoky Mountains. The museum showcases one of the largest original family collection in America with over 2,000 original artifacts on display. Furnished and decorated in the style of several decades, Mabry-Hazen gives a rare view into 130 years of Knoxville history. Learn about the origins of Knoxville's iconic Market Square, the bitter divisions of the Civil War, the infamous 1882 Gunfight on Gay Street, a mountain city in the New South, the scandalous 1934 breach of promise and seduction trial, and much more through the rich, colorful lives of the Mabry and Hazen families. For more information visit www.mabryhazen.com.