

Greenbrier Historical Society is dedicated to community enrichment through the education and preservation of the history and culture of the Greenbrier and Meadow River Valleys.

Position: Museum Associate Intern

Details: In-person, part-time; 18-24 hrs./week @ \$15/hr.

Supervisor: Executive Director / Head Museum Associate

Position Overview: Greenbrier Historical Society is looking for a museum intern with a passion for history and public speaking to assist with day-to-day operations at the North House, primarily during our peak tourist season (April-September). Long-term employment following internship may be possible.

Primary Duties:

- Staffing the reception desk (greeting visitors, answering the phone, directing people to the archives, selling gift shop merchandise and memberships, etc.).
- Giving tours to patrons through the museum.
- Answering questions about GHS and the local area.
- Marketing GHS events.
- Assisting with special programming and events.
- Developing and maintaining good interpersonal relations with museum visitors, members, staff, board members, volunteers, etc.
- Completing other tasks as assigned.

Minimum Requirement:

Ideal candidates will have an education or experiential background in museum studies/museums, or a similar field of study/setting. Preference will be given to applicants with a college degree in a relevant discipline (History, Anthropology, Archaeology, etc.) and/or work experience in a museum, historical society, or similar cultural institution.

Successful applicants should also have an interest in the history of the Greenbrier Valley, enjoy interacting with visitors and feel comfortable leading tours, be able to work both independently and as part of a team, and demonstrate the ability to conduct oneself in an open, friendly, and professional manner at all times.