

***The Museum of Native American History***  
***Bentonville, AR***

**Position Title:** Business Internship (Unpaid)

**Internship Dates:** Spring, Summer, or Fall Semester

**Deadlines to apply:** December 1st (Spring), April 1st (Summer), and July 1st (Fall)

**About the Museum**

The Museum of Native American History provides a place where visitors can experience the diverse Indigenous cultures of the Americas through pre-historic and historic art. Our vision is to advance understanding of human experience within these cultures and provide a space of explorative imagination for all who visit.

**Description**

As the Business Intern at the Museum of Native American History (MONAH), you'll participate in a variety of responsibilities that pertain to the gift shop and general online/in-person finance. In your position, you will be working closely with the Product & Finance Manager as well as our Public Relation Specialist on specific tasks to help improve the social media, website, and online gift shop to create an accessible, cohesive, and functional presence for the Museum. This Internship will allow you to craft your tasks and projects according to your professional interest; providing one-of-a-kind expertise in a flexible museum setting within a team-oriented environment.

**Qualifications**

- Must be an undergraduate or graduate student (or recent graduate/equivalent)
- Majors or minors in Economics, Business, Marketing, Advertising/Public Relations are preferred, but not required
- Excellent customer service and written/oral communication skills, including phone and email
- *Proficiency with Facebook, Instagram, and other social media outlets preferred*
- Skilled in filmography and photography
- Experience with Adobe Creative Suite, Canva, or general video and photography editing
- *Reliable transportation required*
- *Creative, team-oriented, and able to follow direction*
- Have access to needed equipment i.e. camera/photography equipment
- Ability and willingness to work a fluid schedule, including evening and weekend hours.

**Responsibilities**

- Complete at least 10 hours of internship time at the museum each week
- Cover the museum information desk as needed and provide general information to visitors about the museum, the gift shop, and the Northwest Arkansas area
- Assist during special or after-hours museum events, including set up and tear down
- Content creation for MONAH programming
- Other duties as assigned, including (but not limited to) maintenance of museum facilities, running errands for museum supplies, and assisting museum staff

Interested candidates must email their resume and a brief cover letter explaining their interest in the internship to **info@monah.org**.