

The Institute for American Indian Studies
Swigart-Hessel Summer Internship Project
Funded by the Washington Scholarship Foundation

Reports to: Paul Wegner, Assistant Director, Research & Collections

About The Institute for American Indian Studies:

The Institute for American Indian Studies Museum & Research Center educates students and visitors through tours and programs about how Native Americans have lived in these Eastern Woodlands for the past 11,000 years. Our mission is to...

*preserve and educate through discovery and creativity
the diverse traditions, vitality and knowledge of Native American cultures.*

Assignment Overview:

This assignment is intended to promote our social media on Museum activities as well as Wigwam Escape, our immersive interactive escape room, and to assist the Museum staff in our general operations such as events, workshops, documentation, educational activities, and research library procedures. This internship provides an opportunity to learn about the many aspects of Museum-related operations and is appropriate for those interested in pursuing various careers such as social media management, history, writing, marketing, archaeology, or research.

Expectations:

- Ability to work independently as well as take direction and work as a team member
- Eagerness to learn, enthusiastic and can-do attitude
- Demonstrates professionalism, accountability and follow through on work tasks

Specific Tasks:

- Assist staff with drafting, editing and publishing material for dissemination to the public through IAIS' social media, blogs, brochures and other forms of media.
- Assist staff with updating, organizing and developing content for IAIS' archaeological website, *Digging Into the Past*.
- Assist with analysis of IAIS' social media and web sites' traffic and develop activity reports.
- Assist in field work alongside experts and fellow interns to develop materials for IAIS websites.
- Provide assistance as needed with the Museum's day to day activities.

Qualifications:

- Experience using Microsoft Office – Word, Publisher, Powerpoint, Excel
- Experience using social media platforms – Facebook, Twitter, Instagram, Pinterest, Hootsuite
- Useful, not required: Knowledge of website/blogging platforms – Wordpress (Google Blogger preferred)
- Useful, not required: Knowledge of archaeological methods, practices and materials (not required)