

THE POE MUSEUM

PROGRAMS INTERNSHIP

Overview:

This is an unpaid, part-time internship which requires approximately 10 hours per week. The Poe Museum offers internships in the spring and fall. The timeline for each is as follows:

- **Spring:** *Application due July 15th*
 - Internship: January through May
- **Fall:** *Application due November 15th*
 - Internship: August through December

Please review application deadlines below and submit a cover letter and resume to emma@poemuseum.org

Internship Summary

Join our efforts to preserve the legacy of “the master of the macabre!” The Poe Museum seeks a part-time Programs Intern in support of its mission to illuminate Poe for everyone, evermore.

The Programs Intern will work under the guidance of the Education Manager and gain firsthand experience in a thriving public history institution. As a contributing member of the Poe Museum’s energetic programs team, the Programs Intern will:

- Develop and implement educational programming in a museum setting.
- Interpret history within a museum setting.
- Deliver engaging public tours to museum visitors.
- Gain valuable customer service experience.
- Develop a deep appreciation of Poe’s work and ensure that all programmatic efforts are created within the scope of the museum’s guiding principles:
 - *Edgar Allan Poe is a visionary and iconic American author whose work is timeless, valuable, and relevant.*
 - *The Poe Museum is a repository and resource for all things related to Poe’s life, work, and influence.*
 - *We are honored to be faithful stewards and caretakers of Poe’s legacy and to honestly share his story with the world. We will do so enthusiastically and with creativity, respecting all aspects of his work, including the quirky and the bizarre.*
 - *While Poe and his work have far-reaching influence, we are grateful that he called Richmond home and celebrate the museum’s contributions to our community and our community’s contribution to the museum.*