

# THE POE MUSEUM

## 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, fall, and summer. Please note that the spring internship is only available to Virginia Commonwealth University history students. The timeline for each is as follows:

- **Spring:** January through May
- **Fall:** August through December
- **Summer:** May through August

Please review application deadlines below and submit a cover letter and resume to [paul@poemuseum.org](mailto:paul@poemuseum.org).

### The Opportunity

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.

### Internship Summary

The Programs Intern will work in support of the Associate Director of Community Engagement and the Programs Coordinator 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*
- *Develop and conduct effective visitor research*
- *Deliver engaging public tours to museum visitors*
- *Gain valuable customer service experience*

### Further, the Programs Intern will:

- Report directly to the Associate Director of Community Engagement.
- 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.*

### Application Deadlines:

- *Spring Internship applications due by November 15<sup>th</sup>*
  - *Fall Internship applications due by July 15<sup>th</sup>*
  - *Summer Internship applications due by April 15<sup>th</sup>*