



## PORTER HOUSE MUSEUM

PO Box 115, 401 W Broadway  
Decorah, IA 52101

### Internship Opportunity – Porter House Museum

**Position Title:** Museum Intern

**Location:** Porter House Museum, Decorah, Iowa

**Position Type:** Part-Time, Unpaid Internship

**Reports To:** Museum Manager

#### **Overview:**

The Porter House Museum seeks a motivated and detail-oriented intern to support the museum's operations during the upcoming season. This hands-on internship offers a unique opportunity to gain experience in a variety of museum functions, including marketing, social media, docent duties, curatorial tasks, organizational projects, and general museum maintenance.

#### **Responsibilities:**

- Assist with **marketing efforts** to promote museum events and exhibits, including developing promotional materials and coordinating outreach efforts.
- Contribute to the museum's **social media presence** by creating engaging content, scheduling posts, and interacting with the public online.
- Serve as a **docent**, giving guided tours to visitors and sharing the rich history of the Porter House Museum.
- Support **curatorial projects**, such as organizing collections, preparing exhibits, and conducting research.
- Help maintain **organizational systems** for museum archives, documents, and display materials.
- Participate in **museum maintenance** by ensuring exhibit areas are clean, orderly, and visitor-ready.
- Work directly with the **Museum Manager** on special projects and day-to-day operations.

#### **Qualifications:**

- Strong interest in history, museum studies, art, or a related field.
- Excellent communication and organizational skills.
- Experience with or willingness to learn social media tools and marketing strategies.
- Ability to work independently and collaboratively.

- Previous experience in customer service, education, or administrative roles is a plus.

**Preferred Experience:**

Interns who had previously held positions in marketing or museum environments—or who had developed skills in public speaking, social media content creation, or archival organization—have found this internship especially rewarding.

**Learning Outcomes:**

By the end of the internship, students will have gained practical experience in a museum setting and developed valuable skills in interpretation, public engagement, collections management, and nonprofit administration.