Employer: Armstrong Browning Library, Baylor University

Categories: English, History, Museum Studies, or a related field

Travel Required: The possibility of some travel may be required to Independence

Education: Intern working on a degree in English, History, Museum Studies, or a related field; Minimum cumulative Baylor grade point average of 2.5

Compensation: Stipend of $10 per hour for undergraduate or $15 per hour for graduate students for up to 30 hours per week for up to 10 weeks ($3,000 maximum for undergraduates and $4,500 for graduate students)

Job Description:
The Armstrong Browning Library seeks an intern to participate in a variety of projects associated with the planning, coordination, implementation, and marketing of an exhibition commemorating the 400th anniversary of William Shakespeare’s death. Sources of the exhibition may include correspondence, manuscripts, rare and non-rare books, and works of art from the holdings of the Armstrong Browning Library. Under appropriate supervision, the intern will take primary responsibility for preparing and mounting the exhibition.

Responsibilities: The specific duties of this intern may include:

- Becoming familiar with the holdings of the Armstrong Browning Library and selecting collection materials appropriate for an exhibition on William Shakespeare
- Researching each selected item and writing exhibition labels that succinctly describe each item's significance
- Installing the exhibition in the Hankamer Treasure Room for display through fall 2016
- Developing a plan for the marketing of the exhibition through the ABL’s various social media streams
- Helping process or digitize materials related to the exhibition if needed
- Assisting in the coordination of any exhibition-related programs if needed
- Communicating with other Baylor Libraries interns and participating in professional development activities related to the various Libraries internships
- Writing brief weekly updates and a final report of internship activities and accomplishments
- Promoting the Baylor Libraries internship program by sharing personal experiences with potential interns, donors, and alumni as opportunities arise

Qualifications: Strong computer, communication, and organizational skills required.