



The Barker Mansion  
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Contact: Director Emily Reth  
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[www.barkermansion.com](http://www.barkermansion.com)

**Job Title:** Media Production Intern

**Department:** Barker Civic Center

**Reports to:** Director

Internships are designed for a minimum commitment of 20 hours per week for a minimum of 12 weeks with consideration given to individual university requirements. Educational programs which operate on a quarterly basis will be accommodated. All internships are unpaid.

Motivated students who are seeking hands-on experiences in a team-oriented environment will find excellent opportunities at the Barker Mansion. Internships are available which provide learning opportunities in archival preservation, research, event management, communication and marketing, development, and educational programming. Positions are offered each semester. Applications are accepted at any time, and internships are open until filled.

We are committed to excellence and working at the highest standards of integrity and professionalism. This position will highlight some of the interpretive changes the mansion will be fully committing to in order to make a more impactful online experience for the community.

**Position Description:**

The Media Production and Installation Intern will participate in the ongoing maintenance of media-based exhibits in the museum's galleries. You will have opportunities for hands-on experience working with media installations in a museum setting; participate in troubleshooting and repairs to media-based installations and interactive exhibits; research and create podcasts and blog posts for the Barker Mansion; and work closely with experienced professionals to learn about techniques and specific equipment used in museum exhibitions.

**Educational Objective:**

The Media Production and Installation internship provides opportunities for hands-on experience working with media installations in a museum setting. The intern will learn best practices for working in museum galleries. The intern will work with an experienced

professional to learn about techniques and specific equipment used in museum exhibitions. They will learn how to maintain equipment and how to troubleshoot when problems occur. They will also help organize and maintain the museum's inventory of media equipment.

### **Responsibilities**

Under the close supervision of Director, the intern will learn about and gain direct experience in:

- Weekly maintenance of gallery media equipment
- Recording and Editing the Barker Mansion Podcast
- Assisting with the upkeep of the museum's media equipment inventory
- Performing troubleshooting to identify and solve problems when they occur
- Assist with the installation or de-installation of scheduled media rotations

### **Requirements**

- Interest in learning about media equipment and techniques used in museums
- Familiarity and experience working with video projectors, media controllers, audio installations, Adobe, Experience with troubleshooting
- Ability to focus on detailed work for several hours at a time
- Ability to work both independently and as part of a team
- At least 18 years of age

### **Application Process**

Email resume, cover letter, and three references to [ereth@emichigancity.com](mailto:ereth@emichigancity.com)