

Summer at the Mayborn: A Story — of Speed, STEM, Sculpture, and Seeds

Exhibits, Communication, and Visitor Services Intern

MAYBORN MUSEUM COMPLEX

RECOMMENDED JOB DUTIES

EXHIBITS

- Assist with the installation SPEED
- Ensure that contract requirements for current traveling exhibits are being fulfilled
 - Disseminate requirements to appropriate parties
- Research and make recommendations for future changing exhibits in alternate galleries at the Mayborn Museum Complex
- Assist with planning for future exhibits including marketing materials, floor plans, training manuals, and exhibit supplies

MARKETING

- Assist with dissemination and documentation of museum communication collateral related to our traveling exhibit and surrounding events
- Maintain marketing and media collateral for museum and exhibit records

VISITOR SERVICES

- Assist with creation and execution of training materials such as the gallery attendant manual and staff, volunteer and student worker training
- Work with the Coordinators of Guest Services on daily operation of the exhibit, includes checking on materials/ supplies/ replacements for the exhibit
 - Opening and closing exhibit
 - Supervision of student gallery attendants
- Fulfill a weekly shift as either a docent or gallery attendant in the exhibition
- Work with Volunteer Services to create, execute, and manage an activity in SPEED: The Science of Motion
 - Train and monitor teen volunteer staff
 - Replenish supplies

SPEED: Science of Motion

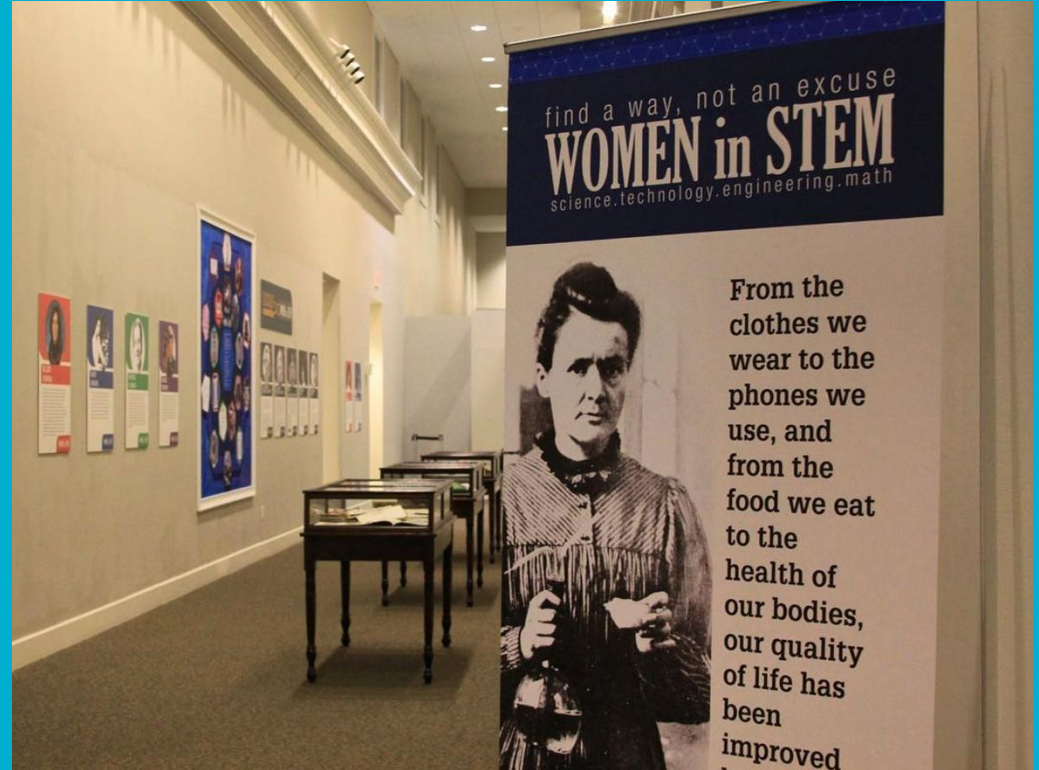


Off the Range: Art & Architecture of the Trail



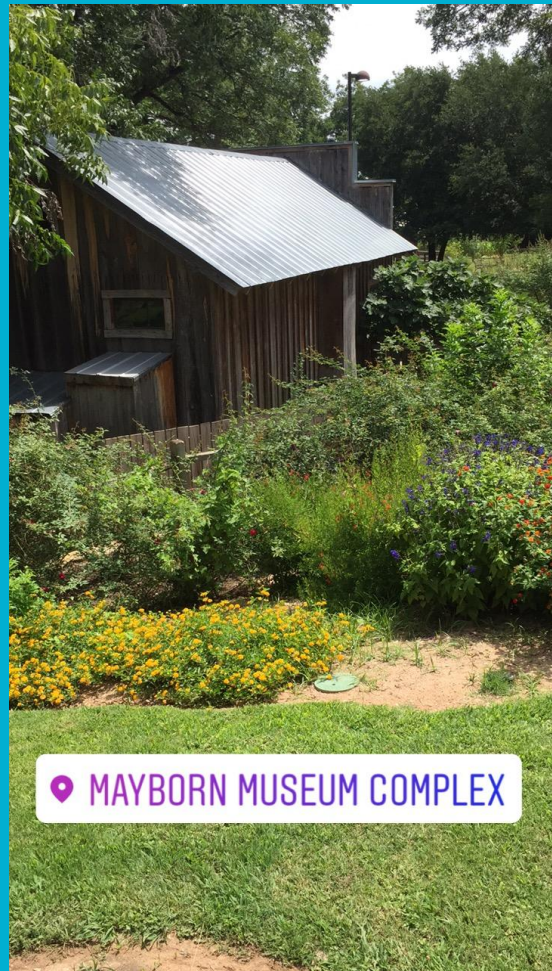
Find a Way, Not an Excuse: Women in STEM

- Rewrote and proofed exhibit text
- Fact-checked exhibit text and images
- Aided with exhibit installation



1890s Gardening





📍 MAYBORN MUSEUM COMPLEX

Marketing & Communications

- Send events to local calendars
- Aid in writing press releases
- Distribute rack cards
- Proof monthly newsletter
- Read the daily newspaper



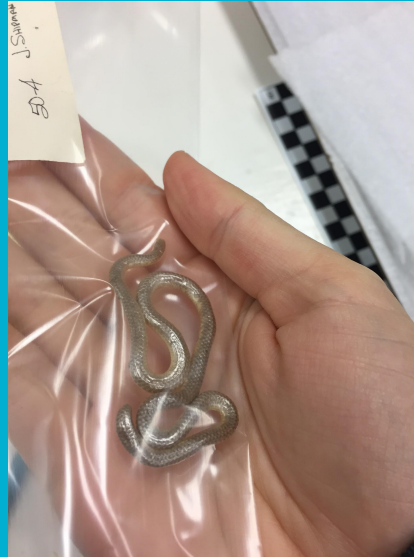
Traveling Exhibits

- Booked Lion Guard exhibit for 2020
- Fulfilled current exhibit contract requirements
- Collected related marketing collateral
- Reviewed contracts for signing by Provost
- Prepped for Titanic in 2018



Backyard Ecosystem Hall – Roto

- Attended conference calls and in-house meetings
- Created a list of collection items
- Visited Casa de Floaties



Special thanks to Rebecca, Trey, and Dr. McCray!

