



INTERNSHIP

MAYBORN MUSEUM COMPLEX

Summer 2012

Megan Wheat

INTRODUCTION

- Internship in the Promotions and Events Department
- Host Institution: Mayborn Museum Complex
- Faculty Advisor: Dr. Ellie Caston
- Host Supervisors
 - Carol Nowlin, Events Coordinator
 - Becky Hansen, Assistant Coordinator of Volunteers
- 10 weeks
- 40 hours per week
- 6 hours credit to meet requirement for Master of the Arts in Museum Studies
- Compensated \$10 per hour



INTERNSHIP REQUIREMENTS

- Contract with Host Institution
- Periodic meetings with Faculty Advisor
- Journal
 - List of daily activities
 - Observations of work place and visitor interactions
 - Reflection on future work place skills
- Summary Report
 - Reflection on time spent
 - Final thoughts
- Evaluation
 - Of my performance by host supervisors
 - Of the host institution by myself



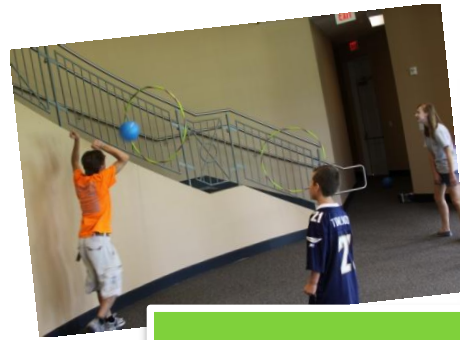


MAIN RESPONSIBILITIES

P&E Intern

VOLUNTEERS

- Recruited and trained
 - Primarily teen volunteers
 - Assisted with adult volunteers
- Scheduled and monitored
 - Summer guide
 - Free Sunday
 - Special activity days
 - Concierge desk
 - Exhibit docent
- Worked with Volgistics
- 50% of time



Maya Wednesday

Way Back Wednesday



EVENTS



- Participated in museum planning committees
- Attended all museum events in conjunction and/or rotation with events staff
- Served as staff on Free Sundays
- Worked a weekly scheduled shift in the traveling exhibit
- 30% of time

Preview Party



OTHER OPPORTUNITIES

- Attended Social Media team meeting
- Learned about managing the Mayborn's membership program
- Learned about securing traveling exhibits and reviewing exhibit contracts
- 20% of time



OTHER DUTIES AS ASSIGNED

- Created Total Teen Volunteer Hours Leaderboard
- Made “What Not to Wear” poster
- Decorated Baylor bear as a Maya dancer

“Oh the things I do for this museum...”





ADMINISTRATION

MEETINGS

Monday, June 14:

*“These two meetings plus another tomorrow seem to be a lot...
I’m not sure how beneficial it all is in the long run.”*

- Weekly pod meeting
- Weekly special activity day planning meeting
- Individual meetings as needed
 - Volunteer appreciation planning
 - Assessment of events
 - General logistics
 - Meetings with faculty advisor
 - Meeting with other Mayborn staff

Tuesday, July 10:

*“I am beginning to understand the importance of all these meetings as I realize how much is going on at the museum.
Meetings are ... a considerate gesture.”*





INSIGHTS FROM INTERNSHIP

PROFESSIONAL GROWTH

○ People Skills

- Staff members

- *“I like the museum a lot more when everyone gets along, or acts civilly in any case.”*

- Volunteers

- *“I found my authoritative voice... I still have to search for a more healthy balance between being friendly and bossy.”*

- *“We trained a new adult volunteer... I hope my tone was ok when I was explaining stuff...”*

- The public

- *“I am learning that you have to deal with all kinds of people who all handle situations differently.”*

- *“After that long, I’m just about ready to let people braid [the buffalo’s] hair...”*



MORE PROFESSIONAL GROWTH

○ Flexibility

- *“Today was the day of improvisation, where everything was planned out, but the day did not follow that plan. The word of the day is flexibility.”*
- *“You must always have a back-up plan, or be ready to punt.”*

○ Ingenuity

- *“I got to practice thinking on my feet, and I think I’m pretty good at it. I felt comfortable making decisions on the spot, which for me means I feel more comfortable with my duties on the volunteer end of the job.”*



PERSONAL GROWTH



- Confirmed my strengths
- Learned to deal with my weaknesses on the job
- Realized areas I do and do not want to work in museum world
 - Any place with live animals
 - Large vs. Small Museum



“I realize the different aspects and variety make continually swapping duties entertaining and fun.”





EVALUATION OF INTERNSHIP

STRENGTHS OF INTERNSHIP

- Treated as a staff member
 - Given responsibilities
 - Given independence
 - Held accountable
- Positive learning environment
- Felt like a real job
 - Not like a classroom setting
- Experienced extremes of museum work
 - Extreme busyness
 - Extreme idleness



RECOMMENDATIONS

- Keep Promotions and Events Internship opportunity open at the Mayborn for incoming Museum Studies graduate students
- Have intern be more involved in other areas where only observed for small period of time
 - Shadow Membership Coordinator
 - Help Social Media team coordinate correspondence through social media outlets
- Start earlier in the summer
 - Able to be involved in planning process for events and special activity days




SPECIAL THANKS TO...

Promotions & Events Pod

- Mark Smith, Assistant Director, Promotions & Events
- Carol Nowlin, Events Coordinator
- Cindee Millard, Assistant Coordinator of Events
- Becky Hansen, Assistant Coordinator of Volunteers
- Misty Thornton, Membership Coordinator
- Kyle Gray, Media Graphics Coordinator

Mayborn Museum Staff

- Everybody throughout the museum who helped me, especially...
 - Rebecca Tucker Nall, Changing Exhibits Manager
 - Lesa Bush, Assistant Director of Visitor Experience
 - Lanna Palmer, Coordinator of School Services
 - Donna Holroyd, Assistant Coordinator of School Services
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THANK YOU

Any Questions?