

Paid Summer Internship



Position: Associate Curator at the Reston Museum

Dates: May-July; 8 weeks (start date flexible), full-time - 35 hrs/week

Pay: \$2,750 (funded through the ExxonMobil Community Summer Jobs Program)

Background:

The Reston Historic Trust (RHT) operates a storefront museum in the historic Lake Anne district of Reston, Virginia. The museum tells Reston's unique story of a successful "new town" founded in 1961 and now grown to over 60,000 residents, who enjoy the ability to live, work and play in a planned community.

Job Description:

You will assist in developing a digital catalog system for the Museum's extensive collection of Reston planning documents and memorabilia. You will assist in digitally recording the majority of that collection, and converting previous audio and video recordings. A second project would be development of short, interactive programs to engage groups visiting the Museum. These new programs and activities would seek to encourage more participation of youth and minorities in Reston's unique legacy of living, working and playing in an open community.

Training:

The Museum will provide an orientation to its newly renovated space and permanent exhibits and to its location in the Lake Anne Historic District. You will learn basic museum operation and how historic collections are cataloged and stored. You will learn Reston's unique history, and interact with its founder and original residents. We will also provide training in the museum collection software program "PastPerfect" and training in basic digital photography, scanning and editing, along with basic website programming.

Skills & Experience:

- Self-starter with ability to establish priorities and work with minimal supervision
- Good general computer skills and working knowledge of MS Office
- Experience in digital photography and editing preferred
- Experience with database design and data entry useful
- Own transportation

Contact:

The Reston Historic Trust & Storefront Museum
Attn: Lynn Lilienthal, RHT Curator
1639 Washington Plaza
Reston, VA 20190

or apply on-line at: RestonMuseum@gmail.com or: www.RestonMuseum.org