



## **Tribute WTC Visitor Center Internships**

### **2010/2011 Internships**

The Tribute WTC Visitor Center is a museum and visitor center located directly across the street from the World Trade Center site. Tribute is composed of five galleries and a walking tour program that share personal experiences of February 26, 1993 and September 11, 2001. To learn more about the center visit [www.tributewtc.org](http://www.tributewtc.org)

Tribute WTC Visitor Center offers a limited number of unpaid internships to advanced undergraduate and graduate students interested in work experience for academic credit. Internships at the Tribute WTC Visitor Center are custom designed for each student based on learning objectives defined by the intern, the intern's faculty adviser, and Tribute's internship supervisor. Together we will work to develop a successful, educational and meaningful experience which combines both the needs of the intern and the Tribute Center. Internships generally last for one semester.

*"The experience was immeasurable... I am so grateful for the professional opportunities and responsibilities given to me, as well as the thoughtful guidance throughout."* – former intern

**Internships being offered:**      **Curatorial/Exhibitions**  
**Educational Programs**  
**Marketing/Development**  
**Operations**

### **Internship Descriptions**

#### **Curatorial/Exhibitions**

- Assist in collecting, cataloging, archiving: film, photographs/artifacts related to the WTC before and after 9/11, and other materials reflecting the recovery period, memorials and humanitarian acts in response to 9/11 from around the world.
- Manage Visitor Response Cards - Read, catalog and interpret national and international visitor response cards. Co-curate a selection of cards for ongoing changing exhibitions.
- Assist in Exhibition Development- twice a year a changing exhibit is created. Interns will work closely with staff to research topics, select images and artifacts, and develop scripts based on oral histories. Interns will also have the opportunity to work with the designer/fabricator and assist in the development of related events and press materials.
- Seeking graduate or upper level college students in: Museum Studies, History, Art History, Library science, Visual or Literary Arts

### **Educational Programs**

- Implement programs for grades 5 -12
- Help coordinate outreach materials and visits to local, national and international schools.
- Assist in a comprehensive audience evaluation project
- Seeking upper level college students in: Museum Studies, Education, History, Philosophy, Literary Arts

### **Marketing and Development**

- Assist in writing and dissemination of on-going development of marketing and public relations materials
- Help edit, produce and design brochures, newsletters, news releases, media alerts, in print and online.
- Assist in researching/creating databases of related organizations to support marketing efforts
- Seeking upper-level college or graduate students with a background in Marketing, Hospitality, Communications or Public Relations.

### **Operations**

- Assist in day to day operations of the Tribute Center
- Interact with visitors – individuals, small and large groups, as well as VIP's.
- Assist the Director of Operations in the process of welcoming, organizing and guiding groups through the Tribute Galleries.
- Seeking upper-level college or graduate students with a background in Marketing, Hospitality, Communications or Public Relations.

### **How to apply**

For more information contact Thandi Lewis at [tlewis@tributewtc.org](mailto:tlewis@tributewtc.org) or by phone at 212 422 3520 ext.122.

Interested candidates should fax a completed application form, which can be found online at <http://www.tributewtc.org/aboutus/work.php>,

Candidates whose skills and talents meet the requirements for available positions will be contacted for a phone interview.