

The Arthur J. Moore Methodist Museum and Library
South Georgia Conference Repository

P. O. Box 24081

St. Simons Island, Georgia 31522

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Judi Fergus, Director

Phone: 912-638-4050

Job Title: Summer Intern
Location: Museum and Archives
Work Schedule: Tuesday through Saturday – 9:30 AM to 4:00 PM

Environment:

The Arthur J. Moore Methodist Museum is one of the premiere Methodist Museums in North America and is visited by over 15,000 individuals each year. More than 3500 confirmands, campers and youth visit the museum annually as part of the educational program. The Archive and Library house the records of the South Georgia Conference of the United Methodist Church. There is also a museum store. Although the museum is large, the permanent staff is small. Even during periods of low visitation, research, archiving and other administrative duties must be performed. We are located within the beautiful Epworth by the Sea on St. Simon's Island. Housing is available upstairs of the museum. Salary will be commensurate with applicant's knowledge, skills, and abilities.

Primary Responsibilities:

Under the direction of the Museum Director and Assistant Museum Director, the summer interns will assist with the following activities:

1. Familiarize yourself with the museum by completing tours with David Ogletree and the Director and taking notes.
2. Familiarize yourself with the proposed play. It is not a finished work and we welcome your suggestions and feedback
3. Meet with Leadership Team and conduct a dry-run of the proposed program.
4. Function as leader for summer camp campers(Tues – Thurs)
5. Assist with the gift shop
6. Assist with research as needed.

Skills/Abilities:

We are looking for someone who has an interest in museum studies, public history, theology, or Christian education. The applicant must be people-oriented, capable of walking, and willing to work. Knowledge of and/or interest in the history of Methodism is necessary. Computer skills and drama experience are a plus. Training will be provided. We consider this to be a ministry not just to the South Georgia Conference but United Methodists from around the world and to all who visit or receive our research. Come join us in this joyous endeavor.

If you are interested, please contact Judi Fergus at 638-4050 for more information.