



UF GRADUATE SCHOOL INTERNSHIP INITIATIVE: MATHESON HISTORY MUSEUM

In collaboration with the Matheson History Museum, the University of Florida Graduate School is pleased to announce the first offering of our Internship Initiative Program.

Position: Education and Programming Coordinator

Location: Matheson History Museum (Downtown Gainesville)

Position Overview:

Located in the heart of downtown Gainesville, the Matheson History Museum is home to the Historic Matheson House, permanent and temporary exhibits on Alachua County and Florida history, and a local history library and archives filled with resources for the researcher and the curious alike. Throughout the year we host a variety of programs on local and Florida history.

The Education and Programming Coordinator will play a pivotal role in advancing the mission of the Matheson History Museum by designing, implementing, and overseeing educational and programming initiatives. The graduate intern position offers the opportunity to shape meaning experiences for museum visitors, fostering learning and community engagement.

Key Responsibilities:

- Develop and implement engaging, welcoming educational programs that align with the museum's mission, collections, and exhibitions.
- Design workshops, lectures, and community outreach initiatives to serve audiences including children, families, and adults.
- Manage and maintain data to track audience attendance and assessment for educational programs, especially for grant and sponsorship reporting purposes.
- Collaborate with the Marketing Director to create content that promotes educational program attendance.
- Plan and oversee public programs such as guided tours, special events, and seasonal activities.
- Collaborate with other departments to enhance the museum experience.

- Identify grant opportunities and other funding sources to support educational and programming initiatives.
- Prepare and submit grant proposals to secure funding for department activities.
- Establish and maintain partnerships with local schools, community organizations, and other stakeholders.
- Act as a liaison to foster collaboration and increase program participation.
- Recruit, train, and supervise volunteers to assist with educational and programming initiatives.
- Assess the effectiveness of programs through visitor feedback and participation metrics.
- Provide regular updates to the museum leadership on program outcomes and funding efforts.

Preferred Qualifications:

- A successful candidate will embody the Museum's core values and be collaborative, engaging, reliable, adaptive, and creative.
- Experience in education, public programming, or museum work.
- Strong grant writing and fundraising skills.
- A strong initiative and sense of self-motivation.
- Excellent communication, interpersonal, and customer service skills.
- Creativity, organizational ability, and attention to detail.
- Passion for education, cultural heritage, and community engagement.