

OWLS HEAD

TRANSPORTATION MUSEUM, MAINE

Position Title: New England Auto Auction™ Intern	
Reports to: NEAA Coordinator / Director	Compensation: \$10/hour
Start Date: May 2018	End Date: August 2018
Hours: 25 hours/week	Weekly Schedule: TBD

The Owls Head Transportation Museum is seeking an energetic and organized individual who is interested in exploring a career in communications or business administration by learning about the role of auction organization and logistics, customer relations and automobile sales in a museum environment. This internship primarily focuses on the operations of the New England Auto Auction™, database management, and consignor and bidder engagement. The intern will work with the NEAA™ Coordinator and Director to learn the basics of auction management, the automotive industry and customer service.

Responsibilities:

- Handles data entry for consignors
- Mails the NEAA catalog
- Conducts paperwork audit (making sure all required paperwork has been submitted for each car)
- Assembles bidder registration packets
- Assists with consignor check-in
- Verifies vehicle information and paperwork
- Conducts general filing

Qualifications:

- High School Diploma/GED (College students encouraged to apply!)
- Diverse customer service skills
- Strong knowledge of databases and/or data entry
- Ability to prioritize tasks and work independently
- Advanced understanding of professional boundaries related to public engagement

In addition to the responsibilities listed above, summer interns may be included in other tasks related to program enrichment as long as those activities support the development of marketable skills. These tasks may include but are not limited to: meetings with staff from different departments, behind-the-scenes event assistance, visitor services, etc. This internship follows a structured supervision schedule and offers the option to be documented for college credits, as requested by the student.

To apply, candidates must send the following to Kathryn Pardo, NEAA Coordinator:

- Current resume
- Contact information for two academic or professional references
- Your most recent academic transcript (Unofficial transcripts are acceptable)
- Statement of purpose describing interest and motivation for auction work