

# TEXAS FOLKLIFE

1708 Houston St. / Austin, Texas 78756  
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texasfolklife.org

## Texas Folklife Mission

Texas Folklife is a statewide non-profit organization dedicated to preserving, presenting, and documenting the diverse cultures and living heritage of the Lone Star State. For 33 years, Texas Folklife has honored the cultural traditions passed down within communities across Texas and explored their importance in contemporary society. Texas Folklife promotes, presents and documents the state's rich cultural legacy through a vibrant mix of exhibitions, performances, community residencies, apprenticeships, and educational programs in Austin and around the state.

## Internship: Traveling Exhibits Coordinator

**Start Date:** Position open until filled  
**Time Commitment:** Part-time at 10-15 hours per week, preferably two times a week in office, with some remote work (office hours are Mon-Fri 10am-6pm)  
**Supervisor:** Charlie Lockwood, Executive Director  
**Salary:** This is an unpaid position, with small stipend upon successful completion of internship

**Job Description:** Texas Folklife seeks an organized and strong writer that can assist with traveling exhibits and create a catalog of traveling exhibits for our website.

## Duties and Responsibilities:

- Inventory exhibits
- Create condition reports
- Write descriptions of exhibits
- Create organized database of exhibit images
- Design web layout
- Research potential venues for exhibits
- Assist with main gallery as needed

## Skills and Experience:

- Strong writing, editing and proofreading skills
- Familiarity with web design
- Highly organized
- Excellent computer skills, including experience with Microsoft Office software
- Excellent research and communication skills
- Ability to work independently and as part of a team
- Ability to take direction well and work efficiently

## To apply:

Please send resume, cover letter, and a writing sample to:  
Executive Director Charlie Lockwood [clockwood@texasfolklife.org](mailto:clockwood@texasfolklife.org)  
Texas Folklife | 1708 Houston St. Austin, TX 78756 | 512-441-9255