

**Exhibits Development Group  
Retail Internship**

**Location:** 141 East 4<sup>th</sup> Street, Suite 103, Saint Paul, MN 55101

**Remuneration:** Unpaid 3 month internship. Reimbursement for Parking and Bus Fare.

**Schedule:** 2-3 days a week for a minimum of 160 hours (10-12 hours/week minimum)

**Qualifications:**

- Junior or Senior undergraduate (sophomores may be considered if appropriate criteria is met)
- Major in Fashion Merchandising/Business (or other related majors)
- Candidate must have exceptional written and verbal communication skills
- Must be proficient with Microsoft Office (i.e. Outlook, Excel and Word)
- Photoshop/Illustrator knowledge is a plus but not required
- Strong computer knowledge and organizational skills
- Must have a positive/ambitious/creative attitude

**Description:** Exhibits Development Group (EDG) is a company dedicated to the development, production, marketing and distribution of traveling museum exhibitions, cultural projects, and corporate collections. The intern will be mentored by EDG's Retail Coordinator along with EDD's Project Manager on a number of projects, which may include, but are not limited to:

- Managing existing inventory for each individual exhibition simultaneously
- Providing support to Exhibition Retail Sales
- Sourcing new products/vendors for exhibition retail
- Maintaining strong relationships with current and future vendors
- Developing Sales strategies to creatively sell current EDG Merchandise
- Assisting with retail graphics, signage, and merchandising ideas as needed
- Communicating with retail managers across the country
- Developing an advanced understanding of EDG's diverse and variable portfolio

Business-casual dress is expected.

Please visit EDG's website for more company information: [www.exhibitsdevelopment.com](http://www.exhibitsdevelopment.com).

To submit your resume and cover letter, contact EDG at [internships@exhibitsdevelopment.com](mailto:internships@exhibitsdevelopment.com).