

WASHINGTON COUNTY HISTORICAL SOCIETY

2010 Summer Internship Program

Position posted January 6, 2010

Locations

Warden's House Museum
602 North Main Street
Stillwater, MN 55082

Hay Lake School Museum
14020 – 195th Street
Scandia, MN 55073

Contact Person: Executive Director
Paid Position: Yes
Hours: 20 hours per week
Starting Date: June-August (negotiable)
Deadline for Application: April 1, 2010

The Washington County Historical Society provides dynamic museums for the people of Washington County and is dedicated to the preservation of the history of the Washington County area, its people and places.

Background: The internship program is designed to introduce students to the day-to-day workings of a regional history museum and the interpretive educational process. The internship provides a rare opportunity to directly apply academic skills and training in a unique working environment, as well as provide exposure to a career as a history museum professional.

Qualifications: The intern must be an undergraduate or graduate student majoring in History or a related field. S/he should have good English and communication skills, be reliable and able to work both as a team member and independently. S/he should have creativity, pay attention to detail, present him/herself well, and enjoy working with the public.

Position Overview: The internship is a mixture of training and hands-on experience. The intern will be invited to learn about day-to-day operations of a small history museum, including exhibit display and design, collections care and preservation of artifacts. Opportunities will be offered to attend board meetings, participate in fundraising activities, assist with Society sponsored events and contribute to the quarterly newsletter.

Requirements: Intern will keep a journal to record relevant experiences and significant events of their internship, resulting in either a written summary or oral presentation on their work.

Supervisory Procedures: The supervisor will work with the intern to set goals, both personal and objective to be tracked throughout the ten week period. Formal status meetings will be held with the Historic Sites Supervisor on a weekly basis to communicate work plans, set goals, review work done and answer questions. Other meetings will be held on an informal basis, as needed.

Application Process: Please send application letter, resume, and references by April 1, 2010 to: Washington County Historical Society, c/o Internship Committee, P.O. Box 167 Stillwater, MN 55082. Please call (651) 439-5956 or visit www.wchsmn.org for more information.