



Glen Carbon Heritage Museum

Museum Internship
Village of Glen Carbon
Glen Carbon Heritage Museum
124 School Street, Glen Carbon, IL 62034

The Glen Carbon Heritage Museum is accepting applications from undergraduate and graduate students who are skilled in historical research and can effectively communicate with visitors.

Description

The intern(s) will be able to choose from a few projects, including:

1. Working to organize, digitize, and preserve the Museum's photo collection that features past Glen Carbon residents and local historic events
2. Inventorying, accessioning, and deaccessioning Museum objects as per Museum guidelines
3. Public program development and community engagement initiatives
4. Organizing, planning, and setting up quarterly exhibitions at Village Hall

This internship is unpaid for academic credit and can be tailored to the individual's career goals.

Intern(s) will be required to meet regularly with the Museum Coordinator to review work and stay updated. Intern(s) will get a chance to work closely with volunteers and members of the community to help identify photo subjects, important events in Glen Carbon's history, and engage with the public. Intern(s) may also be asked to assist with other projects in development during their time at the Museum.

This opportunity will provide intern(s) with important administrative and hands-on experience relative to the non-profit, public organization, and museum fields. The student(s) chosen for this internship will be able to apply historical research methods and museum tools learned in their studies.

Schedule

The intern(s) will work 7.5-21 hours a week for up to 15 weeks per hours required for academic credit. The final schedule will be determined with the supervisor.

Responsibilities include (but not limited to):

- Opening/Closing the Museum and working with volunteers and staff
- Searching primary and secondary materials to find stories, facts, and details about their projects
- Utilizing museum and archival standards during projects

- Engaging with Museum visitors
- Identifying and potentially writing social media posts or other works that pertain to their projects
- Performing other research tasks as needed

Qualifications:

- Undergraduate or graduate student in history, American history, museum studies, cultural studies, or a related field
- Interest in public history
- Strong research and organizational skills
- Experience with word processing and database software
- Self-motivated and able to work independently
- Experience with primary and secondary research materials
- Ability to communicate historic events accessibly
- Interest in engaging the public in local history

Learning Objectives:

- Gain experience performing archival and museum practices within a museum setting
- Receive on-the-job training and experience in the public history field
- Participate in and gain a better understanding of all aspects of museum administration

The applicant must provide a resume and cover letter that explains interest and/or intent in applying for the internship. A background check through the Village of Glen Carbon is required. Unofficial transcripts may be requested from qualifying applicants. For questions, please contact Samantha Doolin at sdoolin@glen-carbon.il.us.