



## 2023 Tri-Cities Historical Museum Summer Internship Program

The Tri-Cities Historical Museum's Summer Internship Program offers **(3) internship opportunities** in various museum departments for undergraduate and graduate students. Each intern will receive a **\$500 stipend** upon completion of internship. Internships will take place at either the **Akeley Building** (200 Washington Ave. Grand Haven, MI 49417) or at the **Community Archive & Research Center** (14110 172nd Ave, Grand Haven, MI 49417).

### About the Program:

The Tri-Cities Historical Museum offers meaningful experiences for interns through hands-on learning, high-quality training, professional development, mentorship, networking opportunities and essential skill-building. Prospective interns should have an interest in the areas of: history, public programs, museum studies, education, curatorial, conservation, special events, archives, communications, community engagement, and/or digital experience. A successful candidate will possess: excellent written and verbal communication, efficient time management, and the ability to work well in a collaborative and creative setting.

Each intern will review and choose a department of interest and (1) project upon applying. Selected interns will be placed in their chosen museum department under the supervision of a full-time staff member. Departments and projects are:

<u>Collections</u>	<u>Exhibits</u>	<u>Education/Programs</u>	<u>Development</u>
<p>Project Overviews:  <b>#1: Cataloging Airport Records</b> - Catalog documents and scan each for the Collective Access database. Find and log proper housing within the storage.</p> <p><b>#2: Inventory Local Yearbooks</b> - Inventory local yearbooks in collection and research library. Rehouse collection yearbooks in the archival section. Catalog new donations in Collective Access.</p>	<p>Project Overviews:  <b>#1: Outreach Exhibit</b> - Research, design, and install a micro-exhibit at one of eight locations within the Tri-Cities.</p> <p><b>#2: Digital Exhibit</b> - Research, design, and publish a digital exhibit for the TCHM website.</p>	<p>Project Overviews:  <b>#1: Discovery Cart Program</b> - Research, develop, and implement lesson plans/ activities for the museum's mobile cart. Seek feedback on the effectiveness of the program.</p> <p><b>#2: 3D Scanning/Printing Artifacts</b> - Research and find artifacts that can be safely 3D scanned and printed for handling. Create a program that utilizes 3D printed objects.</p>	<p>Project Overviews:  <b>#1: Design New Donor Journey</b>- Design a 12-month new donor journey, create supporting digital (web, social media, e-news, etc) communications, create supporting print communications, work with applicable vendors, and build automations through MailChimp, Bloomerang</p> <p><b>#2: Event Planning for Murder at the Museum</b> - Help create content and communications for event, work with print, technology, and other vendors for services/goods, solicit sponsors and collaborators, set up ticketing portals, solicit auction package donations, assemble auction packages, and set up digital or print auction bidding.</p>
<p><b>*Additional Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>- Artifact donation &amp; accessioning process</li> <li>- Numbering artifacts</li> <li>- Proper artifact moving &amp; handling</li> <li>- Identifying agents of deterioration</li> <li>- Database cataloging &amp; information editing</li> <li>- Answering community research requests</li> <li>- Learn about/attend Collections Committee Meeting</li> <li>- Resume building with museum staff</li> </ul>	<p><b>*Additional Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>- Artifact handling/staging</li> <li>- Researching archives &amp; collection</li> <li>- Exhibit interpretive planning</li> <li>- Panel &amp; label writing/fabrication</li> <li>- Exhibit installing &amp; fabrication</li> <li>- Photography/image scanning</li> <li>- Basic photo editing</li> <li>- Graphic designing</li> <li>- Basic web designing (Wix platform)</li> <li>- Resume building with museum staff</li> </ul>	<p><b>*Additional Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>- Program design/implementation for numerous demographics</li> <li>- Volunteer coordination</li> <li>- Public speaking</li> <li>- Promoting museum events/programs</li> <li>- Handling new technology</li> <li>- Resume building with museum staff</li> </ul>	<p><b>*Additional Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>- Learn Bloomerang, MailChimp, Canva, and other online tools</li> <li>- Graphic design for events/communication</li> <li>- Leadership skills</li> <li>- Solicitation skills for a nonprofit</li> <li>- Event planning and development</li> <li>- Resume building with museum staff</li> </ul>

**Eligibility:**

- Currently an undergraduate or graduate student at an accredited university. A major in history and/or museum studies is not essential.
- Preference given to those completing the internship for college credit.
- Demonstrated ability to write and speak effectively.
- Physically able to lift 25 pounds.
- Must be available to work onsite in Grand Haven, MI.

**Dates, Compensation, and Commitment:**

- Intern must complete a minimum of **120 hours** between Late May through August. Start date will be discussed and approved with the museum department supervisor.
- TCHM offers a flexible schedule. Interns must be available to work anytime from Monday through Friday, 9:00 am - 5:00 pm. Schedule must be approved in advance with the museum department supervisor.
- Interns will commit to being fully present and onsite for the duration of the internship.
- (1) Project and the additional learning objects must be agreed upon with the museum department supervisor.
- A \$500 stipend will be given to the intern upon completion of project/hours
- Interns must provide the appropriate paperwork to their museum department supervisor in accordance with their school's policy.

**For consideration, all applicants must submit the following:**

- TCHM Intern Application Form (found on website/can be emailed)*
- Cover Letter*
- Resume*
- Three References*

**Please submit all questions and/or application materials to:**

Erin Pilarski at [epilarski@tchmuseum.org](mailto:epilarski@tchmuseum.org). Subject Line: (Desired Department Here) Internship.

**Application materials can also be sent to:**

Tri-Cities Historical Museum, Attn: Erin Pilarski, 200 Washington Ave. Grand Haven, MI 49417.

**Deadline for Application is Wednesday, March 22nd, 2023; 5:00 pm. Incomplete applications will not be considered.**

**The Fine Print:**

- Applicants will be notified if additional information is required and/or if they have been selected for an interview.
- An interview (virtual or in-person) and background check are required.

**Equal Opportunity Employer:**

*The Tri-Cities Historical Museum is an equal opportunity employer. The Tri-Cities Historical Museum does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, interns and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, interns, subcontractors, vendors, and clients.*