PART-TIME PUBLIC HISTORY (MUSEUM) INTERNSHIP

The Historic Indian Agency House (HIAH) in Portage, WI, is pleased to offer a Public History Internship during its 2020 season. The internship is an opportunity to garner real-life experience in the field of museum programming and education at a historic site of great historical significance on both a local and a national level. HIAH conveys the unique story of the 1830s commission of Indian Agent John H. Kinzie as an emissary to the Ho-Chunk Nation. The museum has been operated by the National Society of the Colonial Dames of America in the State of Wisconsin since 1932. More information about HIAH may be found on our website at www.agencyhouse.org.

This 300-hour internship may be completed either for (a) course credit, pending approval by the applicant’s university or (b) a $3000 honorarium which will be paid in two disbursements—the first at the mid-term of the internship and the second upon its completion.

The intern will commit to a minimum of 300 hours on site between the last Wednesday in May and the last Wednesday in August, or alternate dates as agreed upon. This equates to roughly 3 to 4 days per week on site, including some weekends, as we are open W-Sat 10-4 and Sun 12-5 between May 15 and October 15. Some evening hours for special programs may also be required. There is some flexibility built into both the scheduling and the program specifics to allow interns to specialize in their areas of interest as they research and produce an educational workshop and/or a special program for implementation in 2021. Interns will also gain valuable experience interacting with and educating the public as they will be expected to conduct some guided tours and assist with adult and youth educational programming throughout the season as a component of their learning experience.

Qualifications:

The ideal applicant is:

- A current student in an accredited history, museum studies, education, or nonprofit studies program who has completed at least two full semesters of the given degree program and has preferably begun to progress beyond general education credits.
- Able to learn, retain, and present multi-faceted historical information.
- Adept with technology, including Microsoft Office suite and web-based platforms.
- Passionate about the field of public history.
- Knowledgeable about or willing to learn about the practices of nonprofit museums.
- Self-motivated and able to function and progress with minimal supervision.
- Able to stand and speak for extended periods of time while conducting tours.
- Personable and able to interact thoughtfully and respectfully with a diverse audience.
- Responsible, professional, and reliable.
- Willing to submit to a background check as determined by the organization.

Goals and Responsibilities:

In addition to providing general support in day-to-day functions at the Historic Indian Agency House, the position’s primary goals and responsibilities include, but are not limited to, the following:

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• Taking a project (educational workshop or program) from conceptual plan to completion while identifying and understanding physical logistics, budget and staff limitations, audience/niche requirements, mission alignment, funding sources, and marketing opportunities.
• Interacting with and educating the public in a personable, thoughtful, respectful, and effective manner in the context of guided tours and educational programming.
• Acquiring a basic understanding of all major components of the history HIAH presents to the public
• Demonstrating responsibility, reliability, and professionalism.
• Developing a well-rounded understanding of the practices of nonprofit museums.
• Working on-site for 3 to 4 open days each week for a total of 300 on-site hours (roughly 24 hours per week; scheduling is moderately flexible).
• Reporting to the Executive Director weekly to ensure appropriate progress.
• Completing all of the requirements of the internship as per the syllabus in a timely and satisfactory manner.

How to Apply:

Please send the following as pdf files in one email to Executive Director Adam Novey at historicindianagencyhouse@gmail.com
• Letter of interest
• Current resume
• Names and contact information for three professional references (at least 2 of them should be academic; the third may be from an employer)

All applications are due **March 15, 2020**. Phone and in-person interviews will precede any offer. The Historic Indian Agency House is an equal opportunity employer.

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