

# *Public History Internship Job Description*

## **Summer 2021**

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### **Intern Duties**

The Historic Indian Agency House's 2021 intern will gain experience across a range of aspects of museum programming and preservation over the course of the season. This year's special emphasis is on museum archives. The overall activities expected of the intern may be divided into two categories which include the following:

### **Daily Routine**

Each day at the museum will involve a routine designed both to assist the museum in its day-to-day operations and acquaint the intern with the daily needs and rhythm of historic sites. The intern will:

- Arrive 15 minutes prior to opening on assigned days to prepare the visitors center to receive guests, and stay 15 minutes after closing to complete end-of-the-day duties.
- Conduct daily walk-throughs of the museum house and grounds to complete a checklist, which includes the collection of humidity data for future research.
- Deliver tours according to docent schedules and daily needs. Training for this aspect of the internship may begin prior to the first day, and will extend through the first 3 weeks.
- Interact with the public, including intelligently explaining their work when a project in-progress is encountered by a tour group.
- Meet with the director for training, project discussion, and regularly scheduled check-ins.

### **Special Projects**

When not occupied with the daily routine, interns will be guided in pursuing the following internship objectives. Please note that each project is accompanied by valuable training opportunities which provide a baseline for a future career in the field of public history. Interns will:

- Assist with special events. Responsibility will be delegated for various aspects of event-driven education and administration during the season's programming.
- Process new collections into the PastPerfect archival system, including a recently assembled archaeological collection.
- Work with Agency House volunteers to conduct an inventory of the House's displayed collection (a task which is repeated every few years).
- Become proficient in conducting condition surveys, and implement what was learned to document a portion of the collection. If time permits, this information may be used to create a collection priorities action plan.
- Identify a strength within the collection over the course of the first two months, and then use that assemblage of artifacts to curate a basic educational experience (exhibit, program, online display) for a target audience.
- Become proficient in basic artifact care and cleaning. The intern will progressively research and conduct a remediation project to solve a problem with improper (non-hazardous) display materials.
- If time allows, assist the executive director in producing a grant proposal to acquire archival supplies which are identified as necessary over the course of the season.

- If time allows, learn the basics of the organization of document archives and implement that knowledge in abstracting and processing HIAH's institutional archive for inclusion in the site's PastPerfect catalog. This collection provides a hands-on look at over 100 years of museum operating knowledge, including documents, letters, and ephemera ranging from 1896 to the early 2000s.

### **Internship Supervisor**

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