

Scott County Historical Society

INTERN PROJECTS

The Scott County Historical Society is seeking energetic interns for summer 2014 to assist in a number of museum projects. If you are interested in museum education, curatorship, conservation, marketing or just history / nonprofit work in general, we offer a number of great opportunities for interns. These unpaid positions will run for approximately three months, with flexible hours.

(ONE) - EXHIBIT INTERN

Duties include creating and installing two off-site exhibits, assisting with the completion of the Native American gallery, and conducting research for the upcoming mapping exhibit.

(ONE) - COLLECTIONS INTERN

Duties include cataloguing portions of the collection, assisting with rehousing portions of the collection, and completing a rolling inventory of portions of the collection.

(TWO) - EDUCATION INTERNS

The Education Intern is responsible for delivering Scott County Historical Society programs to the public, preparing program materials and spaces, and conducting research and evaluation.

(ONE) – COMMUNICATION INTERN

Duties include researching and drafting a marketing plan for the Scott County Historical Society, including preparing target marketing materials and drafting a strategic action plan.

Interns may assist in other areas of museum work.

Interns must be under or post graduate students with some background or interest in history, education or nonprofit / museum work. Previous experience conducting research is a plus. Applicants should be enthusiastic, creative, and willing to work on a variety of projects, with strong written and oral communication skills. Selected intern will oversee projects based on their interests and the priorities of the museum.

Interning at SCHS will give students a great introduction to the field of local history and non-profit work, as well as help build contacts and personal interests. SCHS will work with institutions to fulfill requirements for students wishing to receive credit for their internship experience.

To apply, please send resume, letter of interest and two references to
Kathleen Klehr, Executive Director, Scott County Historical Society, 235 Fuller St. South
Shakopee, MN 55379. Or email them to: kklehr@scottcountyhistory.org

The deadline for summer applications is April 19, 2014. Summer internships are for the full three months with flexible hours. For more information contact Kathleen Klehr at the above email address or (952) 445-0378.