

PART-TIME PUBLIC HISTORY (MUSEUM) INTERNSHIP

The Historic Indian Agency House (HIAH) in Portage, WI, is seeking qualified and enthusiastic applicants for a paid public history internship position during our 2022 season. Garner real-life experience in the field of museum operation, preservation, and education at a site of great historical importance. This year's special emphasis is on museum archives.

Listed on the National Register of Historic Places since 1972, the Historic Indian Agency House conveys the unique story of the 1830s commission of Indian agent John H. Kinzie as an emissary to the Ho-Chunk (Winnebago) Nation. Learn more about our historic site at www.agencyhouse.org. The 2022 season has an exciting lineup of events and educational programming. Be a part of it all!

The intern will commit to a minimum of 300 hours on site between the last Thursday in May and the last Thursday in August, or alternate dates as agreed upon. This equates to roughly 4 days per week on site. Please note that this includes weekends, as we are open Wed-Sat 10-4 and Sun 12-5 between May 15 and October 15. Some evening hours for special programs may also be required. The 300 hours of work required of the intern will be compensated with \$3,000 which will be paid in three \$1,000 disbursements: the first on July 1, the second on August 1, and the final upon completion of the internship.

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:

- Developing a well-rounded understanding of the archival practices of small nonprofit museums.
- Learning the basics of archival care and documentation and applying that knowledge to both a daily routine and special projects.
- Researching and collaboratively developing a plan to catalog and digitize a portion of our paper archives.
- Interacting with and educating the public in a personable, thoughtful, respectful, and effective manner in the context of delivering guided tours and assisting with educational programming.
- Acquiring a basic understanding of all major components of the history HIAH presents to the public.
- Demonstrating responsibility, reliability, and professionalism.
- Working on-site for an average of 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 the requirements of the internship as per the job description in a timely and satisfactory manner.

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 begun to progress beyond general education credits.

- Able to learn and present multi-faceted historical information.
- Adept with technology.
- Passionate about the field of public history.
- Self-motivated and able to function and progress with varying levels of 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.

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, 2022**. Phone and in-person interviews will precede any offer. The Historic Indian Agency House is an equal opportunity employer.