

# *Public History Internship Job Description*

## **Summer 2023**

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### **Intern Duties**

The Historic Indian Agency House's 2023 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 on-site 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 future careers 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.
- Work with the internship supervisor and volunteers to implement collections care and organization recommendations made in a recent conservator-produced CAP (Collections Assessment for Preservation) report. This will involve hands-on experience with a broad range of early 19<sup>th</sup> century artifact types and materials. It will also provide a chance to co-develop archival project scopes and methods.
- Process new collections into the PastPerfect archival system, including 2022's archaeological collection.
- Work to conduct an inventory of the House's 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.

- Become proficient in basic artifact care and cleaning. The intern will progressively implement a remediation project to solve a problem with improper (non-hazardous) display materials.

### **Internship Supervisor**

Adam Novey, MA, CNP  
Executive Director and Curator  
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