

Public History Internship Job Description **Summer 2025**



Intern Duties

The Historic Indian Agency House's 2025 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 collections. 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 visitor 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 environmental data used for daily assessment and future preservation planning.
- Deliver tours according to tour guide schedules and daily needs. Training for this aspect of the internship may begin prior to the first day on-site and will extend through appx. 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 regular 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 of experience 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.
- Become proficient in basic artifact care and cleaning practices.
- 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 19th century artifact types and materials in the context of a variety of project types. A significant focus will be artifact housing.
- Process new collection materials into the Past Perfect archival system, including 2024's archaeological collection.
- Develop a special display of archaeological materials for use in season programming.
- Work through tasks related to the inventory and analysis of the site's collection and progressively fill gaps which have been identified in artifact documentation.

- Become proficient in conducting condition surveys and implement what was learned in the season's various project applications.

Internship Supervisor

Adam Novey, MA, CNP
Executive Director and Curator
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