

Public History Internship Job Description **Summer 2022**



Intern Duties

The Historic Indian Agency House's 2022 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 2021's archaeological collection.
- Work to conduct an inventory of the House's first floor 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.
- Progressively research and collaboratively develop with guidance a plan to catalog and digitize a portion of the site's paper archival holdings. 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.
- Work with the internship supervisor to implement recommendations made in an upcoming conservator-produced collections assessment report.

- Become proficient in basic artifact care and cleaning. The intern will progressively conduct 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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