

Public History Internship Job Description

Summer 2026



Intern Duties

The Historic Indian Agency House's 2026 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.
- 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 the first few 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 tasks. This involves hands-on experience with a broad range of early 19th century artifact types and materials in the context of a variety of project types.
- Process new collection materials into the Past Perfect archival system.
- 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 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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