

Eidem Internship Posting

Title: Eidem Homestead Intern

Supervisor: Eidem Homestead Site Coordinator(s)

Hours: TBD; dependent on academic credit

Timeframe: TBD; between 3-9 month duration options

Status: Unpaid

Location: Eidem Homestead and Community Activity Center in Brooklyn Park

Position Summary: The intern will work with the Eidem Homestead Site Coordinator. The Eidem Homestead intern will successfully integrate college or university study into professional practice under the guidance of staff members and internship supervisor through hands on experience. The intern will be exposed to aspects of site administration and programming, and facilities management and planning within city government. The position calls for assistance in a variety of tasks, including research, interpretation development, collections cataloguing, exhibit and/or display development, program and marketing planning. Desired focus will be a candidate interested in living history, interpretive signage development and collections cataloguing.

Ideal Degrees: History, English, education, theatre, communications, or related degree(s)

Student Qualifications: Must be a junior-senior level undergraduate, recent undergraduate or graduate student. Must possess the following:

- Ability to multi-task and to be flexible with changing tasks
- Ability to think critically; willing to ask questions
- Ability to research, write, and communicate clearly and accurately
- Strong organizational skills
- Demonstrates ability to exercise independent judgment and leadership skills
- Ability to work independently with minimal direct supervision and on a team
- Knowledge of record keeping processes and filing systems desired
- Knowledge of or interest in early 20th century farming and culture desired
- Student must have a minimum GPA of 2.25 in major course work
- Intern must have completed all coursework as required by college/university prior to start of internship if seeking course credit

Student Responsibilities:

- Conduct research on historical topics and/or items and summarize information for use in interpretive, exhibit, and program development
- Establish a schedule that will allow them to complete the number of hours required, and for adhering to the set schedule.

- Keep supervisor informed of job-related problems and other information relative to assigned job duties
- Perform related duties as apparent or assigned

Knowledge intern is expected to gain:

- Experience in historical research
- Practical experience in the appraisal and development of exhibits and collections
- Knowledge of inventorying existing artifact collections, identifying conservation issues
- Experience with data collection and knowledge of program reporting process
- Synthesizing collection data and preparing summary reports
- Increased awareness about living history operations within city government
- Increased awareness of the operations of a public institution and the diverse functions of museum education.
- Familiarity with and ability to utilize public history
- Examples of exhibit, collections research and interpretive components to add to a portfolio

Orientation & Training: During the first week of the internship, the intern will receive an in depth orientation and training from the internship supervisor and given an intern manual. In addition, the intern and their supervisor will review responsibilities and assignments as well as set student goals and objectives to be achieved over the course of the internship. Additional training and learning opportunities will occur throughout the internship experience.

Projects & Assignments: Projects and assignments will be established by the intern and their supervisor during the orientation process. Possible projects include interpretive signage research and writing, collection database development and research, and developing exhibits/displays. Timelines and due dates will be scheduled and reviewed as needed.