



THE
HISTORY
CENTER
WASHINGTON COUNTY

*Make history
with us*

320 S. Fifth Avenue, West Bend, WI 53095-3333
Phone: (262) 335-4678 Fax: (262) 335-4612
www.historyisfun.com

Summer Education Internship Position Description

Terms of Position

- Internship Length: 10 weeks
- Anticipated Start Date: Wednesday, June 7, 2017
- Anticipated End Date: August 11, 2017
- Hours per week: 20, 200 hours minimum
- Regular work week:
 - Wed, Thu, Fri: 11:30pm-4:30pm
 - Saturday 9:30am-2:30pm
 - Additional hours may be accumulate due to programming.

Intern must be available:

- Wed June 21, 11:00-7:00pm
- Thu-Sat June 22-24, regular hours
- Sun June 25, 1:00-4:30pm
- Tue July 18, 6:00-8:30pm
- Thu August 10, 7:30am-2:00pm

Locations

Staff offices are located at the Old Courthouse Museum and this is where most of the intern work will be done. Intern will also work at the Old Jailhouse Museum, located next door to the Old Courthouse Museum, and occasionally at the St. Agnes Historic Convent and School Site, all located in West Bend, Wisconsin.

Salary

A \$1,000.00 stipend paid from the Kreilkamp Internship Fund will be given in two installments. The first after 5 weeks, and the second upon successful completion of the internship. Stipend amount is based on the number of hours completed. Interns enrolled in a college or university may be able to receive credit.

Duties

Interpretation

- The intern will assist in third person interpretation of the Old Jailhouse Museum, which is listed on the National Register of Historic Places and is a Washington County Landmark. The main interpretive duty is to assist staff and volunteers lead guided tours of the Museum for the general public and scheduled groups.

Youth Program

- The intern will be given a portion of the annual Pioneer Kids Day program to research, develop, and execute. The program consists of 4 stations that children rotate through. Each station has an activity based on the program's theme: food, craft, and 2 additional activities that may be music, dance, storytelling, etc.

Exhibits

- The intern will work with the Curator of Collections and Exhibits to choose, mount, and install 4 objects on the "What is it?" board in the Curators' Corner. The intern will also write the question and answer panels.

Administrative/Research/Collections

- The intern will assist the Curator of Education in inventorying the HCWC Education Collection.
- The intern will also assist with staffing St. Agnes Historic School and Convent site, sharing historical photographs on Facebook, school program mailings, special events, collections, exhibits, light housekeeping, purchasing, supervising the front desk, and other duties as needed.

Knowledge/Skills/Abilities Required

- College freshman or sophomore
- Enrollment in, or acceptance into, an accredited college or university. Desired majors: History, Public History, Museum Studies, American Studies, Education, Anthropology, Communications.
- Interest in museums and museum education and interpretation required. Experience is not necessary, but helpful.
- Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
- Proven research and organizational skills.
- Ability to speak comfortably and coherently to small and large groups, and to all different ages and abilities.
- Computer skills, including word processing and spreadsheets.
- Reliable transportation.
- Ability to adapt to last minute changes or to current situations.
- Ability to climb stairs, and stand and speak for extended periods of time.

To Apply

Fill out the following application. Send completed application, a cover letter detailing why you would like complete the internship, one writing sample between 2-5 pages, and high school or college transcript by 5:00 Friday, March 17, 2017 to:

Summer Education Internship
Jessica Sawinski Couch, Curator of Education
Washington County Historical Society, Inc.
320 S 5th Avenue
West Bend, WI 53095

Employment & Volunteer History

Beginning with your current or most recent employer, please complete this section as accurately as possible. Include any volunteer or internship positions as well.

Employer _____
Name City State

From MO/YR _____ To MO/YR _____ Hours per week _____

Job title _____ Starting Salary \$ _____ Ending \$ _____

Duties _____

Reason for leaving _____

Supervisor's name _____ Phone _____

May we contact this supervisor? No Yes
• • • • • • • • • • • •

Employer _____
Name City State

From MO/YR _____ To MO/YR _____ Hours per week _____

Job title _____ Starting Salary \$ _____ Ending \$ _____

Duties _____

Reason for leaving _____

Supervisor's name _____ Phone _____

May we contact this supervisor? No Yes

Attach additional pages as necessary.

References

List the names of two people who know your character, ability or experience and have known you for at least two years. For example, current or former co-workers, neighbors, or teachers. Please do not list relatives.

Name	Relationship	Phone
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Name	Relationship	Phone
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Applicant Comments

I understand that this employment application and any other Historical Society documents are not contract of employment and that any individual who is hired may voluntarily leave employment, and may be terminated by the Historical Society at any time. I understand that any oral or written statements to the contrary are hereby expressly disvowed and should not be relied upon by any prospective or existing employee.

I hereby authorize the Historical Society to make all reasonable inquiries of current and previous employers and other sources to determine my fitnee for hire.

The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employe, any false statement will be considere grounds for dismissal.

Applicant Signature

Date

Thank you for completing this form and for your interest in Washington County Historical Society, Inc. All qualified applicant will be considered for employment without regard to race, color, age, sex, religion, national origin, ethnic identity, disability, marital status, or veteran status.