Summer Education Internship Position Description

Terms of Position

- Internship Length: 10 weeks
- Anticipated Start Date: Wednesday, June 3, 2020
- Anticipated End Date: Saturday, August 15, 2020
- Hours per week: 20, 200 hours minimum
- Regular work week:
  - Wed, Thu, Fri: 11:30pm-4:30pm
  - Some evenings will be required
  - Most Saturdays are required

Intern must be available:

- Wed, June 17, 11:00-7:00pm
- Thu-Sat, June 18-20, regular hours
- Tue, July 21, 6:00-8:30pm
- Thu, August 13, 7:30am-2:00pm

Locations

Staff offices are located at the Old Courthouse Museum, where most of the intern work will be done. The 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 will be given 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, a national and Washington County landmark that is listed on the National Register of Historic Places. The interpretive duty is to lead guided tours of the Museum for the general public and 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 multiple stations that children rotate through. Each station has an activity based on the program’s theme: food, craft, and two additional events that may be music, storytelling, etc.

2/5/2020
Exhibits

- The intern will work with the Curator of Collections and Exhibits to choose, mount, and install four 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 Educator in inventorying the HCWC Education Collection.
- The intern will also assist with staffing St. Agnes Historic School and Convent site, school program mailings, special events, collections, exhibits, light housekeeping, supervising the front desk, and other duties as needed.

Knowledge/Skills/Abilities Required

- First or second year undergraduate students
- 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 Friday, March 27, 2020 to:

Summer Education Internship
Justin Agar-Pratt, Education and Public Programs Coordinator
The History Center
320 S 5th Avenue
West Bend, WI 53095
Education Internship Application

All sections of this application must be completed even if a resume is attached.

Personal

Name: _____________________________________________________________

LAST                FIRST                M

Present Address: _______________________________________________________

STREET                CITY                STATE                ZIP

Phone: ___________________________ E-Mail: ______________________________

Position applying for: ☐ Summer Education Internship

Have you worked or volunteered for us before? ☐ No ☐ Yes  If yes, when? __________

List any relatives/friends working or volunteering for us: ____________________________

Have you used another last name in which your educational or employment records are filed?

☐ No  ☐ Yes  If yes, please provide name: ______________________________

Can you perform the essential functions of the job for which you are applying with reasonable accommodation?  ☐ No  ☐ Yes

How did you find out about this opportunity?

☐ Historical Society website  ☐ Other website ______________________________

☐ Bulletin/Flyer  ☐ Newspaper  ☐ Teacher/Advisor ______________________________

☐ Facebook

Are you legally authorized to work in the United States? ☐ No  ☐ Yes

Are you under the age of 18?  ☐ No  ☐ Yes  If yes, do you have a Work Permit?  ☐ No  ☐ Yes
# Education

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**Professional registration, license and/or certificates and dates received**

**Additional training/skills that relate to the position**

**List any organizations, clubs, societies, or professional memberships that relate to the position**
# 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.

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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. Please do not list relatives.

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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 disavowed 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 fitness for hire.

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

Applicant Signature

Date

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