Internship Opportunities at the Idaho State Museum

National History Day in Idaho - Spring 2019 Internship

Scope: This internship will provide support to the National History Day in Idaho team by coordinating a regional contest for National History Day in Idaho. Duties will include:

- Recruit judges for contests
- Use the registration system to create contest schedule
- Develop contest materials for students and teachers
- Arrange catering for judges and volunteers
- Provide judges with information on how to be an NHD judge
- Follow the contest rulebook and enforce contest rules
- Maintain contact with judges and volunteers through email and social media

Dates: January-May

Assigned Readings:

  A journal of scholarly articles related to the NHD theme and topic suggestions.
  PDF provided.
- *National History Day Contest Rulebook*
  Rules set by the National History Day office in College Park, Maryland

Anticipated outcomes:

- Participation in historical agency organizational structure and potential career paths in the history and education field.
- Practical experience as a program manager: event planning, organizing logistics, etc.
• Experience recruiting volunteers and maintaining a database of volunteer information; valuable and marketable experience managing volunteers
• NHD in Idaho has grown 30% in the last year; involvement in the program is a great addition to resume
• Professional development opportunities through webinars and online learning tools

Work setting and schedule: The National History Day in Idaho intern will work out of the Idaho History Center Archives office. Typical work will be between 9am and 4pm, with some evenings and weekends during contest season. Final schedule will be determined between the supervisor and successful candidate.

Minimum Requirements: Upper division or graduate standing and currently enrolled in a program working towards a degree in education, history or other related field.

Computer skills including ability to input information into a database and manipulate that information.

A reliable means of transportation.

Ability to carry a minimum of 25 pounds up and down stairs.

To apply: If interested in the position, please send a cover letter, resume, and two references to:

Johanna Bringhurst, National History Day in Idaho Coordinator, by October 1, 2018.

johanna.bringhurst@ishs.idaho.gov
Education Department Internship(s) - Fall 2018/Spring 2019

Scope: The duties of this internship include assisting the Curator of Education and Education staff in prepping for and delivering educational programs to visiting students. The benefits of this internship are gaining direct experience with developing and implementing educational programs for students and teachers. Candidates should enjoy working with children, and have a strong interest in education, history, and educational program development.

Dates: September-December, January-May (in accordance to semester calendar)

Responsibilities:

- Conducting student tours
- Communicating with educators
- Assisting with school program material preparation and administrative tasks
- Assisting in the communication with and engagement of Educator Advisory Group
- Developing supplemental educator material for classroom use and pre and post visit materials
- Participating in conducting surveys to better serve education audiences.

Minimum Requirements: Upper division or graduate standing and currently enrolled in a program working towards a degree in education, history or other related field.

Experience and/or interest in leading public programs.

Computer skills including ability to input information into a database and manipulate that information.

A reliable means of transportation.

Ability to carry a minimum of 25 pounds up and down stairs

Strong organizational skills.
**Anticipated outcomes:**

- Participation in historical agency organizational structure and potential career paths in the history and education field.
- Practical experience as a Museum Educator

**Work setting and schedule:** The museum educator will work at the Idaho State Museum. Work environments will be split between employee office space, classroom space, and museum galleries and multipurpose rooms. Some research at the Idaho State Archives may be required. Work will typically be Monday-Friday, 9 am-4 pm. Some evenings and weekends may be required. Final schedule will be determined between the supervisor and successful candidate.

**To apply:** If interested, please send a cover letter and resume, along with two references, to: Heidi Wiesner, Curator of Education, by August 15, 2018 (for fall) and November 15th, 2018 (for Spring) to:

heidi.wiesner@ishs.idaho.gov
Collections Department Internship – Fall 2018/Spring 2019

**Scope:** The Idaho State Museum (ISM) seeks interns for ten weeks during the fall or spring semester. Under supervision, interns will work at an off-site collections storage facility inventorying and cataloging the ISM collections. Duties will range from photographic documentation and inventory control to basic preservation, handling, and moving artifacts.

The ISM has a small collections staff, so interns will be exposed to many different aspects of the workings of a state historical society. They may also be called on occasionally to help with other collections-related projects as needed.

**Dates:** August-December, January-May (in accordance to semester calendar)

**Responsibilities:**

- Artifact documentation
- Record management
- Preventative preservation of artifacts
- Preparing artifacts for long-term storage

Inventories of museum collections

**Minimum Requirements:**

Upper division or graduate standing and currently enrolled in a program working towards a degree in history or other related field.

Computer skills including ability to input information into a database and manipulate that information.

A reliable means of transportation.

Ability to carry a minimum of 25 pounds up and down stairs, and work in environments with low light levels and dust.
**Work setting and schedule:**

This project will take place at the ISM off-site collections storage facility.

Work will occur Monday – Friday, typically between 9 a.m. and 4:00 p.m. Final schedules will be mutually agreed upon by the supervisor and successful candidate.

**To Apply:** If you are interested, please e-mail your cover letter and resume with contact information for two references by August 15, 2018 (for fall) and November 15, 2018 (for spring) to:

Sarah Phillips, Curator of Collections

[Sarah.Phillips@ishs.idaho.gov](mailto:Sarah.Phillips@ishs.idaho.gov)