Internship Position Descriptions

Marketing Intern
Position description: The marketing intern assists the Director, Assistant Director, and marketing committee with all marketing and advertising projects for the Octagon House Museum. This includes signage, social media, website, public relations, community building events, and fundraising.
Ideal degrees: Marketing, Communications, Computer Science
Hours: 10-15 per week
Status: Unpaid
Required Materials: Application, cover letter, resume

Collections Intern
Position description: The collections intern assists the acquisitions committee and the preservation committee with processing, storage, preservation, documentation, and display of the historical society collections.
Ideal degrees: History, Archeology, Anthropology, Preservation, Library Sciences
Hours: 10-15 per week
Status: Unpaid
Required Materials: Application, cover letter, resume

Museum Intern
Position description: The museum intern assists with the running of the Octagon House Museum. This includes tours, sales, customer relations, exhibits, and displays.
Ideal degrees: History, museum studies
Hours: 10-15 per week
Status: Unpaid
Required Materials: Application, cover letter, resume

Research Intern
Position description: The research intern assists the research committee with research projects for the historical society, patrons, and museum. They work extensively in the collections of the historical society.
Ideal degrees: History, American Studies
Hours: 10-15 per week
Status: Unpaid
Required Materials: Application, cover letter, resume

Historical Society Intern (All of the above)
Position description: The historical society intern learns the workings of the entire organization from the museum to research to collections management to marketing. This internship is ideal for those just starting to explore the museum and public history field.
Ideal degrees: any of the above
Hours: 10-15 per week
Status: Unpaid
Required Materials: Application, cover letter, resume