



Edina Historical Society

4711 W. 70th St., Edina, MN 55435
(612)928-4577 Museum@Edinahistoricalociety.org

Internship Opportunities for 2017

The Edina Historical Society has great opportunities for college students and recent grads looking to gain hands on experience in the museum field. Hours are flexible and can be completed for school credit. Positions are unpaid.

Requirements:

- Must be a current undergraduate student, graduate student, or recent graduate with a background in history, art history, anthropology, museum studies, or related field.
- Applicants should be enthusiastic, creative, and willing to work on a variety of projects, with strong written and oral communication skills.
- Must have proven ability to meet deadlines and work as part of a team.

Desired qualifications: experience using Adobe Creative Suite, Microsoft Office, PastPerfect museum software, social media, and/or audio and video software and components. The ideal candidate should also have the ability to conduct research using a variety of methods including web based search engines, periodicals, microfilm, etc.

INTERNSHIP PROJECTS

Exhibits Intern-(One): Duties include installing one new exhibit and collaborating on the redesign and research of a new exhibit. Intern will learn about and gain hands-on experience with the theories and implementation of exhibit design, collections handling and preservation, researching and writing didactic panels and object labels, and exhibit accessibility. Intern reports to the Curator of Collections and Exhibits.

Collections Intern-(One): Duties include cataloging, inventorying, re-housing, and photographing historical collections. Intern will learn about and gain hands-on experience with PastPerfect museum software and Photoshop, numbering and handling objects, and the museum registration process. Intern reports to the Curator of Collections and Exhibits.

Please submit one cover letter, curriculum vitae (or resume), two academic references, and academic transcripts via email to curator@edinahistoricalociety.org

Application deadlines:

March 30 (summer internships beginning in May or June)

July 30 (fall/winter internships beginning in September)

October 30 (winter/spring internships beginning in January)