



MICHIGAN STATE UNIVERSITY
MUSEUM STUDIES
LOCAL INTERNSHIP OPPORTUNITIES

Spring Semester

Institution: Impression 5 Science Center

Location: Lansing, MI

Internship Position: Super Saturday Specialist

Semester Requested: Spring

Description of responsibilities: Student will work with Interpretive Programs Officer to coordinate weekly public program. Student will be responsible for organizing activities, training volunteers, and delivering educational programs to science center visitors.

Skills and knowledge required or preferred for internship: Museum operations knowledge, computer skills, and communication abilities.

Contact: Micaela Balzer, (517) 485-8116 ext. 44
200 Museum Drive, Lansing, MI 48933

Institution: Museum of Surveying

Location: Lansing, MI

Internship Position: Collections Intern

Semester Requested: Spring

Description of responsibilities: Intern needed to assist in cataloguing incoming donations and in completing a current collections inventory. The intern will also assist in researching and developing an updated collecting plan to fill holes in the collection. The student will gain an in-depth knowledge of a unique collection of scientific instruments relating to surveying.

Skills and knowledge required or preferred for internship: Cataloging skills or interest in scientific instruments preferred.

Contact: Lisa Jacobs, (517) 484-6605
220 S. Museum Dr., Lansing, MI 48933

Institution: Museum of Surveying

Location: Lansing, MI

Internship Position: Book Editor

Semester Requested: Spring

Description of responsibilities: The student will assist in organizing and editing a collection of correspondence between surveyor and inventor, William Austin Burt, and scientific instrument maker, William J. Young for a publication. The intern will assist in the rewriting process and gain experience in presenting technical history to a general audience. The intern will also be responsible for selecting collection artifacts to appear in the book and for arranging it for publication.

Skills and knowledge required or preferred for internship: MS Office, editing or writing experience, scientific history background preferred.

Contact: Lisa Jacobs, (517) 484-6605
220 S. Museum Dr., Lansing, MI 48933

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Interpreter/Program Delivery

Semester Requested: Spring/Fall

Description of responsibilities: The intern will work with the Education Staff to learn and conduct education programs and tours. The incumbent will also assist staff with program planning and development.

Skills and knowledge required or preferred for internship: Enjoy working with the public (children and

adults); knowledge of traditional crafts and skills is a plus, but not required; willingness to learn.

Contact: Tami Averill (517) 241-4060 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Program Assistant

Semester Requested: Spring/Summer

Description of responsibilities: Assist Education Unit staff in preparing and conducting our annual Summer Sizzles Day Camp program. Duties will include registration, supply preparation, program set-up and clean-up, supervision of students, conducting activities, and assisting presenters.

Skills and knowledge required or preferred for internship: Team player; enjoy working with children; public speaking skills; willingness to learn traditional skills and crafts.

Contact: Tami Averill (517) 241-4060 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Event Assistant (Ethnic Fest/Immigration in Michigan Exhibit)

Semester Requested: Spring/Summer

Description of responsibilities: Assist in the development of Ethnic Fest events; communicate with participating groups; assist with coordinating logistical needs for participating groups.

Skills and knowledge required or preferred for internship: Team player; excellent people skills, good phone skills.

Contact: Chris Dancisak (517) 373-1668 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: MSU Museum, Communications

Location: East Lansing, MI

Internship Position: Marketing/Communications Intern

Semester Requested: Spring/Summer

Description of responsibilities: The communications department is seeking a marketing/communications intern to assist with museum-wide promotions for exhibits and activities in a fast-paced and varied environment. The intern will assist with a variety of marketing-communications projects, including writing and distributing news releases, tracking media coverage, assisting with web site development and updates, promoting special events, developing and producing advertising, and helping with publications productions.

Skills and knowledge required or preferred for internship: Writing, editing skills required; database program helpful; web site and/or design programs helpful.

Contact: Lora Helou (517) 423-3357 or pr@museum.msu.edu
102 MSU Museum, East Lansing, MI

Summer Semester

Institution: Binder Park Zoo

Location: Battle Creek, MI

Internship Position: Education Intern

Semester Requested: Summer (could extend to Fall and Spring)

Description of responsibilities: Education Interns at Binder Park Zoo participate in a variety of activities. These activities include overnight events, day camps, family camps, zoomobile outreach, school programs, and special events.

Skills and knowledge required or preferred for internship: Must have at least one year college experience, a desire to work with all ages, animal handling experience helpful.

Contact: Kathy Fischer (269) 979-1351 ext. 132
Battle Creek, MI

Institution: MSU Herbarium

Location: Michigan State University, East Lansing, MI

Internship Position: Herbarium Intern

Semester Requested: Summer

Description of responsibilities: Interns in the MSU Herbarium will focus on herbarium/community integration and on research frontiers in natural history collections. The Herbarium is a collection of over a half-million preserved, scientific specimens of plants. Interns exploring methods of integration with the non-science communities on campus and in the surrounding area can work on volunteer programs, community outreach and education, and public service. Those exploring the frontiers of research will study the role of collections in science and how that role can be expanded and improved.

Skills and knowledge required or preferred for internship: A strong interest in Natural History collections and plants.

Contact: Alan Prather (517) 355-4695
166 Plant Biology Labs, Michigan State University

Institution: The Marshall Historical Society

Location: Marshall, MI

Internship Position: Collections Manager

Semester Requested: Summer

Description of responsibilities: The Marshall Historical Society has need of an intern to organize and archive their extensive collection of artifacts. Sometime in the past the document collection has been catalogued, however, new documents have not been catalogued. The MHS also has object collections which need to be categorized and archived. It would also be an added bonus if the intern could make a presentation to The Marshall Historical Society Board.

Skills and knowledge required or preferred for internship: Archiving, good communication skills, organizational knowledge.

Contact: Robert Lowman (269) 781-8544, 107 N. Kalamazoo Ave., Marshall, MI

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Program Assistant

Semester Requested: Spring/Summer

Description of responsibilities: Assist Education Unit staff in preparing and conducting our annual Summer Sizzles Day Camp program. Duties will include registration, supply preparation, program set-up and clean-up, supervision of students, conducting activities, and assisting presenters.

Skills and knowledge required or preferred for internship: Team player; enjoy working with children; public speaking skills; willingness to learn traditional skills and crafts.

Contact: Tami Averill (517) 241-4060 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Event Assistant (Ethnic Fest/Immigration in Michigan Exhibit)

Semester Requested: Spring/Summer

Description of responsibilities: Assist in the development of Ethnic Fest events; communicate with participating groups; assist with coordinating logistical needs for participating groups.

Skills and knowledge required or preferred for internship: Team player; excellent people skills, good phone skills.

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P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: MSU Museum, Communications

Location: East Lansing, MI

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Description of responsibilities: The communications department is seeking a marketing-communications intern to assist with museum-wide promotions for exhibits and activities in a fast-paced and varied environment. The intern will assist with a variety of marketing-communications projects, including writing and distributing news releases, tracking media coverage, assisting with web site development and updates, promoting special events, developing and producing advertising, and helping with publications productions.

Skills and knowledge required or preferred for internship: Writing, editing skills required; database program helpful; web site and/or design programs helpful.

Contact: Lora Helou (517) 423-3357 or pr@museum.msu.edu
102 MSU Museum, East Lansing, MI

Institution: Mackinac State Historic Parks

Location: Mackinaw City, MI

Internship Position: Collections/Interpretation Intern

Semester Requested: Summer

Description of responsibilities: This position works two days per week on collections tasks and two days per week as a costumed interpreter at either Colonial Michilimackinac or Mackinac Island. Collections tasks include artifact inventorying, cataloging and may include a special project, such as analysis of a sub collection (depending on the applicants' skills and interests). As an interpreter, the intern will work with other interpreters in a historic setting wearing period clothing and conduct demonstrations and interact with site visitors. Depending on current staffing, the candidate is also encouraged to apply for a paid part-time Guest Services position working evening hours in the museum stores. Benefits of internship: Free housing, Mackinac Associates Membership and store gift certificate at end of season, a summer at the Straits of Mackinac.

Skills and knowledge required or preferred for internship: Basic knowledge of artifact handling, ability to speak with site visitors, some computer skills, and ability to walk, stoop, bend, lift, etc.

Contact: Michelle Hill, Museum Registrar (231) 436-4100

Mackinac State Historic Parks, P.O. Box 873, Mackinaw City, MI 49701 www.mackinacparks.com

Fall Semester

Institution: Ella Sharp Museum

Location: Jackson, MI

Internship Position: Assistant Project Director

Semester Requested: Fall (begins in September 2005)

Description of responsibilities: The Assistant Project Director is an internship position that reports directly to the Project Director of the Andrews Gallery of Wildlife Art and Andrews Collection of Wildlife Art. This gallery, to open in August 2006, is a new gallery addition to the Museum and represents a strategic advancement for the institution. The successful candidate will assist in the design, development, and installation of this new gallery. Additionally, the candidate will work in program and exhibit component development.

Skills and knowledge required or preferred for internship: Excellent written and verbal communication skills are required. Knowledge of Microsoft Office software also required. Attention to detail in all things is a must.

Contact: Dean Adkins (517) 787-2320, 3225 Fourth Street, Jackson, MI 49203

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Interpreter/Program Delivery

Semester Requested: Spring/Fall

Description of responsibilities: The intern will work with the Education Staff to learn and conduct education programs and tours. The incumbent will also assist staff with program planning and development.

Skills and knowledge required or preferred for internship: Enjoy working with the public (children and adults); knowledge of traditional crafts and skills is a plus, but not required; willingness to learn.

Contact: Tami Averill (517) 241-4060 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Event Assistant (Ethnic Fest/Immigration in Michigan Exhibit)

Semester Requested: Spring/Summer

Description of responsibilities: Assist in the development of Ethnic Fest events; communicate with participating groups; assist with coordinating logistical needs for participating groups.

Skills and knowledge required or preferred for internship:

Contact: Chris Dancisak (517) 373-1668 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Any Semester

Institution: Muskegon Museum of Art

Location: Muskegon, MI

Internship Position: Museum Intern

Semester Requested: Any

Description of responsibilities: Assist with exhibit preparation and installation, collections management, computer database, digital imaging, collection research, artist research, bulk mailings, educational programs, other duties as needed, Works with Registrar, Preparator, Curator of Education, and other staff.

Skills and knowledge required or preferred for internship: Computer skills, verbal and written communication, basic research. Art knowledge and skills with hand tools a plus, but not necessary.

Contact: Art Martin (231) 720-2575

296 W. Webster Avenue, Muskegon, MI 49440

Institution: Edsel and Eleanor Ford House

Location: Grosse Pointe Shores, MI

Internship Position: Archives Intern (other internship opportunities are available with collections, art, building preservation, landscape preservation, programming, research, and education.

Semester Requested: Any

Description of responsibilities: The Ford House collection includes approximately 800 large plans, blue prints, and architectural drawings. The archives intern will inventory, arrange and store collection, as well as purge areas of the collection. The collection includes original copies of landscape plans by Jens Jensen and architectural plans by Albert Kahn. Most have been used by the Ford House staff since 1929. Additional responsibilities include updating an illustrated collection guide used by interpretive staff to look up details on the thousands of objects on exhibits.

Skills and knowledge required or preferred for internship: Computer and database skills; good organizational skills; detail-oriented.

Contact: David Janssen, (313) 884-4222

Lakeshore, Grosse Point Shores, MI 48236

Institution: Courthouse Square Association

Location: Charlotte, MI

Internship Position: Collections Assistant

Semester Requested: Any

Description of responsibilities: Reorganize and maintain archival storage (80% of time), reorganize and maintain textile storage (80%), assist in cataloging the collection (20% of time). The intern may concentrate on one area 80% of the time while working on cataloging the collection 20% of the time.

Skills and knowledge required or preferred for internship: Artifact care and handling.

Contact: Christa Christensen, (517) 543-6999

P.O. Box 411, 100 W. Lawrence Ave., Charlotte, MI 48813

Institution: Cranbrook Institute of Science

Location: Bloomfield Hills, MI

Semester Requested: Any

Internship Position: Collections Assistant

Description of responsibilities: Assist in coordinating and documenting loans, exhibitions, accessions and deaccessions to the collections; maintaining paper and digital collection records, inventory of collections, and conservation.

Skills and knowledge required or preferred for internship: Relational database skills.

Contact: Mark D. Uhen (248) 645-3253

P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Researcher

Semester Requested: Any

Description of responsibilities: The Michigan Historical Museum is looking for a student to distill research material gathered for new exhibits at Tawas Lighthouse. The museum is seeking someone to take the research material and using the themes chosen, write label copy. The student would be a vital

part of a team, preparing the first exhibits at Tawas Lighthouse.

Skills and knowledge required or preferred for internship: Excellent writing skills, a team player, and self-motivated.

Contact: Eve Weipert (517) 373-1509
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Researcher

Semester Requested: Any

Description of responsibilities: The Michigan Historical Museum has an active temporary exhibit program. The museum is looking for a student to help with the development of the next exhibition to open November of 2005. The exhibit topic is about history of the military basis in Michigan and what daily life was like. The student would assist curatorial and exhibit staff, research the history for labels, locate graphics, and design the layout.

Skills and knowledge required or preferred for internship: Self-motivated, good research skills, a team player and excellent writing skills.

Contact: Eve Weipert (517) 373-1509
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Researcher

Semester Requested: Any

Description of responsibilities: The Michigan Historical Museum changes two exhibit cases on a quarterly basis. The museum is looking for a student to work with the curatorial and exhibit departments to research new topics, locate artifacts and graphics, write labels and install the cases.

Skills and knowledge required or preferred for internship: Self-motivated, good research skills, a team player, creative, and good writing skills.

Contact: Eve Weipert (517) 373-1509
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Registration Assistant

Semester Requested: Any

Description of responsibilities: The Michigan Historical Museum is seeking a student to work with the collections department to catalog new collections. The work includes entry into the collections database, photographing objects, numbering, and proper storage.

Skills and knowledge required or preferred for internship: Self-motivated, detail-oriented, and excellent computer skills.

Contact: Eve Weipert (517) 373-1509
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Cataloger

Semester Requested: Any

Description of responsibilities: The Michigan Historical Museum has acquired an extremely large collection of political material from former politician, John Kessler. The material dates from the 1930s to the mid-1980s. We are looking for a student to review the material and catalog it into the computer. This work would entail photographing and storing as well.

Skills and knowledge required or preferred for internship: Self-motivated, detail-oriented, photography skills, and computer aptitude.

Contact: Eve Weipert (517) 373-1509
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909

Institution: Michigan Historical Museum

Location: Lansing, MI

Internship Position: Scheduler

Semester Requested: Any

Description of responsibilities: Assist Education staff with scheduling education programs (Mini Excursions, Create-A-Craft, Extended Experience Tours, etc.); work with teachers to find programs that best meet their needs; send confirmations; track registrations; schedule docents or staff to conduct programs.

Skills and knowledge required or preferred for internship: Excellent phone skills; computer skills; enjoy working with the public; team player.

Contact: Tami Averill (517) 241-4060 or averillt@michigan.gov
P.O. Box 30740, 702 W. Kalamazoo, Lansing, MI 48909-8240

Institution: Krasl Art Center

Location: St. Joseph, MI

Internship Position: Assistant to Art Fair Director

Semester Requested: Any

Description of responsibilities: Krasl Art Center primarily needs a student with good computer skills in Word, Excel, Publisher, Access, etc. There are documents to be updated and created (some on Publisher). Depending on the semester, there are also opportunities to help in our off site gallery as well as direct hands-on experiences during the art fair. There are opportunities for creative expression, interacting with a professional staff, some community exposure and working with artists. There are hundreds of details involved in running an art fair that the student could participate in.

Skills and knowledge required or preferred for internship: Krasl Art Center prefers a student who can be self-directed and be able to initiate some projects on his or her own.

Contact: Sara Shambarger, (269) 983-0271
707 Lake Blvd., St Joseph, MI 49085