

The Missouri History Museum is pleased to announce the following unpaid internship opportunities for undergraduate and graduate students for the **Summer 2008 Semester**.

While this list represents the specific internships available, students interested in unlisted opportunities may still apply by indicating the department in which they would like to intern. Departments that can potentially accommodate internships this fall are:

- Community Education and Events
- Information Technology
- Library and Archives
- Visitor Services/Audio Visual

The internships being offered are **academic, or unpaid**, allowing the students to work onsite with museum professionals for a minimum of 150 hours (15 weeks @ 10 hours per week) while receiving academic credit in a faculty-supervised, enrolled course. Linking the internship with a supervised course for credit is required for the academic internship. It is the responsibility of the accepted intern to arrange for faculty sponsorship and enrollment in an appropriate class.

For certain students, students between schools, students whose schools do not sponsor internships, or students who do not need the academic credit we do offer **non-academic internships**, also unpaid, which require the same rigorous requirements by MHM as the academic internships (including the 150 hour workload). Adults who have some college background and are interested in obtaining professional experience, possibly with the aim of entering the museological field, may also apply as non-academic interns.

Deadline for application materials (a cover letter indicating interests, relevant background, and the internships applied for [if more than one internship, please rank them in terms of preference]; and a current resume) is **May 1st, 2008**. We will fill internships on a first-come basis. Applying before or soon after the deadline does increase an applicant's chance of obtaining the internship he or she is interested in. If positions are still available, we will continue to take applications. No applications will be accepted after **May 1st, 2008**.

For general information about the Museum, please visit our website at www.mohistory.org.

If you are interested in any of these positions, please email a résumé and cover letter regarding the relevant internship(s) to Natasha Johnson at hadmin@mohistory.org. **Please specify which internship(s) or which department(s), for which you are applying.**

Although we prefer receiving applications by email attachment in Word, we also accept applications through the mail. You can send in your cover letter and resume to:

Mel Carr
C/O Natasha Johnson
Missouri Historical Society
P. O. Box 11940
St. Louis, MO 63112-0040

Community Education and Events

1 Internship

Gallery Programs Intern

Summer 2008

The Education Division at the Museum is in the process of expanding its gallery program offerings to provide more quality programs for visitors. The intern will be responsible for researching, assisting in developing and conducting various gallery programs that include, thematic tours, gallery talks, storytelling and gallery theatre.

The intern will be expected to produce well-written gallery program outlines for usage by current and future interns and interpretive staff. In addition, she/he will be expected to assist in the development of program evaluations.

The applicant should possess skills in Microsoft Office, internet and traditional research. Good interpersonal skills and the ability to work well with others is a must. The candidate will preferably have skills in event planning public speaking and teaching. Also, this intern should be an upper classmen with a background in education, history, art history, anthropology or sociology and have weekend availability.

Information Technology

1 Internship

Web Designer

Summer 2008

This intern will be responsible for researching current Web Standards/Web Accessibility and best practices, evaluating current Missouri History Museum web presence for Standards and Accessibility, making changes to improve the Standards/Accessibility of the Missouri History Museum web presence and helping to develop internal policies/procedures for maintaining web accessibility.

The applicant must be comfortable working directly with CSS and HTML code and have some familiarity with the current Standards for Web Accessibility. Must also have a working knowledge of browser differences and the issues associated with designing for compatibility with all browsers. The preferred candidate must have excellent communication skills.

Library and Archives

7 Internships

Graduate Library Practicum

Summer 2008

In conjunction with the practicum supervisor, the student will design an internship with 3-4 distinct learning areas in a special collections setting. Such areas could include: library automation, digitization, collection management/preservation, map librarianship and/or bibliographic instruction. Contact practicum supervisor for more information.

The applicant should have some experience with websites, Microsoft Office. Previous experience with library automation software and or scanners could be helpful. Attention to detail and the

ability to work independent also essential. The preferred candidate will be a graduate with a major in Library Studies.

Library and Archives
Library Digitization Intern
Summer 2008

This intern will assist the Missouri History Museum's Library in the various aspects of implementing digitization projects, making digital images, indexes and other content from its historic collections available on the Internet.

{Up to two positions available}

The preferred applicant will have some experience with scanners and/or websites. Microsoft Office experience is helpful. The candidate will need to be detail orientated and have the ability to work independently. The preferred candidate will be a graduate of Library Studies or a student of Museum Studies.

Library and Archives
Business History Intern
Summer 2008

The Missouri History Museum's Library has a large collection of product catalogs from local businesses. To assist us in listing them on WorldCat, an international library catalog database so they can be discovered on the Internet, this intern will do research on local businesses and identify significant features of the catalogs. Possible collaboration with artifact curators may be necessary to see if matching objects exist in the Museum's collections.

The applicant will pay great attention to detail and have the ability to work independently. Research skills, the ability to enter data into a computer workform and handle fragile documents with care are a must. Interest in local history product history and/or working with historic documents a plus. Museum Studies student or graduate with a major in Library Studies is preferred but no required.

Library and Archives
Photograph and Prints Processing Intern
Summer 2008

The intern will be responsible for doing basic preservation and processing work on a large collection of World War I posters as well as doing some research on a photograph album depicting St. Louis homefront activities during the war. S/he will be trained in MHM processing policies, the use of a Microsoft Access database, and will be introduced to image research, exhibition guidelines, preservation concerns and research uses.

The intern's responsibilities will include cleaning and basic preservation work on print selection, creating metadata records in accordance with standards and photograph research. Major in History, Museum Studies, Library Studies or American Studies is preferred but not required.

Library and Archives
Photograph Preservation and Research Intern
Summer 2008

The intern will be responsible for creating preservation and derivative images of items from the photographs and prints collections, creating original metadata records and uploading items to the web. Intern will be trained according to MHM digitization policies and the use of Content DM software.

The intern's responsibilities will include scanning photographs, researching location, date and other information for image identification, editing and creating metadata records in accordance with standards, uploading metadata and digital objects into Content DM system and public services including reference and licensing. Major in History, Computer Science, Library Studies or American Studies preferred but not required.

Library and Archives
Archives Digitization Intern
Summer 2008

This internship will be responsible for creating preservation and derivative images of items from the archives manuscript collection, creating original metadata records and uploading items to the web. Intern will be trained according to MHM digitization policies and the use of Content DM software.

The intern's responsibilities will include scanning archival documents, editing and creating metadata records in accordance with standards, and uploading metadata and digital objects into Content DM software.

The preferred applicant will major in History, Computer Science, Library Studies or American Studies.

Library and Archives
Metadata and Digital Management Internship
Summer 2008

This intern will be responsible for the preparation of metadata associated with digital museum photography. Specifically, it will require editing existing metadata records and adding to them. The intern will also inventory existing digital items and prepare them for upload to a digital asset management system.

Metadata creation will be done in accordance with institutional metadata standards and the Dublin Core Metadata Initiative. Intern will gain particular experience in Content DM software.

The intern's responsibilities will include inventory digital assets in museum photography, editing and creating metadata records in accordance with standards, and uploading metadata and digital objects into Content DM software.

The preferred applicant will major in History, Computer Science, Library Studies or American Studies.
or Women's History.

Visitor Services/General Services

Theater/Auditorium

Summer 2008

The intern's responsibilities will include coordinating with the Gallery Theater Program Coordinator and the Auditorium Coordinator regarding the running of various performances and events in the Des Lee Auditorium at the Missouri History Museum. This position will also operate lighting and sound equipment in a theatrical and auditorium setting, run programs and performances in the Des Lee Auditorium as assigned and video tape events for use in promotional materials.

The preferred applicant should have a background in technical theater as well as an interest in video production or AV equipment as well as major in Technical Theater, Theater, Cinema or Video with an interest in theatrical lighting and sound. The college applicant should be in his/her junior or senior term.

Association of Midwest Museums

1 Internship

AMM Silent Auction Intern

Summer 2008

The Association of Midwest Museums is seeking an intern to coordinate an annual silent auction. All proceeds support a scholarship program for students and young museum professionals to attend the AMM annual conference. The intern will assist the Executive Director with planning and coordinating the auction, including the solicitation of auction items from museums around the Midwest and developing a database of donated gift items.

The preferred candidate will be a current major in Business, English, Marketing, or Arts Administration. The internship responsibilities will be coordinating the AMM Annual Silent Auction, mailing solicitation letters, maintaining inventory of auction items, creating an excel database for the items and mailing acknowledgement thank you letters.