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## LUDVIG G. BROWMAN FELLOWSHIP IN MUSEUM STUDIES APPLICATION INFORMATION

### BACKGROUND:

The Browman Fellowship was established to honor Ludvig G. Browman, a long-time Missoula resident who played a key role in establishing the Historical Museum at Fort Missoula. A respected educator and community leader, Ludö Browman served as an instructor, professor and chairman of the Zoology Department during his 35 years at the University of Montana. After he retired, Mr. Browman became active in local politics and was elected to a term as a Missoula County Commissioner in 1972. He was one of the commissioners who established the Historical Museum and the Missoula Museum of the Arts (Missoula Art Museum) as county departments in 1975. After leaving office, he served as a museum trustee for three years. Mr. Browman died in 1986 at the age of 82.

### SCOPE:

As a Browman Fellow, you may participate in one or more of the following areas:

#### *COLLECTIONS AND MUSEUM-*

Familiarize yourself with the Museum (building, collections, people, etc.). Work with the Collections Dept. on collections and historic structures. Read the Historical Museum's Statement of Purpose, Collections Policy & Procedures.

#### *PRESERVATION AND STORAGE-*

Work with the Curator of Collections on basic preservation and storage principles.

#### *EXHIBITS-*

Work with the Curator of Collections on research of exhibits; read the Museum's Exhibit Policy.

#### *PUBLIC EDUCATION / PROGRAMMING-*

Work with the Education Dept. on tours, trunk shows, workshops, and program philosophies and interpretive techniques, surveys (exhibits, tours and programs). Conduct guided tours and trunk shows; read the Education Policy Manual.

#### *RESEARCH AND DOCUMENTATION-*

Work with the Collections Dept. on collection registration and research techniques, including the Museum's computer cataloging system, PastPerfect©.



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administrative and/or support activities (bookkeeping, policies, long-range plans) for the Executive Director. Attend a Board of Trustees meeting, Friends of the Museum Board meeting, staff meeting, and other meetings as appropriate. Read various policy manuals.

### **DURATION / COMPENSATION:**

As a Browman Fellow, students will work at the Historical Museum at least 8 hours per week and will participate in all aspects of museum work: collections management, interpretation, exhibit design and installation, working with volunteers, etc. S/he will also complete a term project, to be agreed upon in advance by the supervising staff member (i.e. Curator of Collections, Director of Education, or Executive Director) and the fellow. The fellowship project will be formalized in a Fellowship Prospectus, to be prepared by the appointee and submitted to the Curator of Collections along with all required application materials prior to commencement of the fellowship. The fellowship is awarded for one semester, accordingly: Fall/Spring Semester Browman Fellows receive college credit and a \$450 stipend; Summer Semester Browman Fellows receive college credit and a stipend at the minimum 8 hours per week in the amount of \$300; at the minimum 16 hours per week in the amount of \$450. Students are required to be enrolled at the University of Montana in order to receive college credit, and the appointee will be responsible for arranging to obtain college credit through the Office of Cooperative Education at the University of Montana.

### **REQUIREMENTS:**

- É Knowledge of Microsoft Office Suite, experience with historical research & internet resources, and basic office equipment;
- É Experience with PastPerfect© collections management software, and Adobe Photoshop a plus;
- É Be able to work independently, thoroughly, and with attention to detail;
- É Efficient administrative/organizational skills;
- É Concern for detail and accuracy, and producing professional results;
- É Excellent language, spelling, and grammar skills;
- É Polished interpersonal skills, including the ability to deal effectively and courteously with visitors, staff members, volunteers, docents, and other Museum personnel;
- É Ability to maintain composure along with humor while under pressure;
- É Enthusiasm for and openness to unforeseen opportunities a must.



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Before submitting your application packet, please ensure you have included the following:

- ÉCompleted and signed application form;
- ÉCover letter briefly detailing interest, outlining qualifications, & project proposal;
- ÉUpdated Resume/CV specifically detailing how the candidate meets the fellowship requirements;
- ÉAt a minimum, 2 Letters of Recommendation (at least one academic, and one professional).

Please scan all required materials and send electronically, via e-mail, to the following address- [nicolew@montana.com](mailto:nicolew@montana.com).

Hard copy versions may also be mailed to the following physical address:

Attn: Nicole Webb  
Curator of Collections  
The Historical Museum at Fort Missoula  
Building 322, Fort Missoula  
Missoula, MT 59804

**Note: It is highly recommended that the applicant send required application materials via e-mail, even when intending to send hard copy versions as a supplement.**

**\*Materials should be received in one complete package.\***



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### LUDVIG G. BROWMAN FELLOWSHIP IN MUSEUM STUDIES APPLICATION FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY AND STATE: ZIP CODE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TELEPHONE:

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

OCCUPATION- EMPLOYER/SCHOOL: \_\_\_\_\_

EMERGENCY CONTACT- RELATIONSHIP & PHONE/E-MAIL: \_\_\_\_\_

\_\_\_\_\_

How did you learn about the Browman Fellowship program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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N:

School, Major/Degree: \_\_\_\_\_

School, Major/Degree: \_\_\_\_\_

RELEVANT SKILLS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PRIOR MUSEUM EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AREAS OF MUSEUM INTEREST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your proposed Browman Fellowship project, or those needs articulated by the Curator of Collections: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AVAILABILITY :

Year (circle one):                    2009                    2010                    2011                    2012

Fellowship Term (circle one):            Spring                    Summer                    Fall

Hours: \_\_\_\_\_

AFFIRMATION:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date