



## INTERNSHIP IN MUSEUM STUDIES APPLICATION INFORMATION

### **BACKGROUND:**

Museum internships at the Historical Museum at Fort Missoula are designed to introduce candidates to the broad range of practices and sub-disciplines within the field of museum work. Such internships are available throughout the year, and shall be designated and assigned at the discretion of the Curator of Collections, or other supervising staff personnel.

### **SCOPE:**

As a Museum Intern, 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©.

#### *ADMINISTRATION-*

Work on a project involving 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 Museum Intern, candidates 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 internship project will be formalized in an Internship 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 internship. Unlike the Museum's Browman Fellowship program, Museum Interns shall not receive financial compensation, but may receive college-level academic credit. 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:**

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

## **APPLICATION PROCEDURE:**

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

- Completed and signed application form;
- Cover letter briefly detailing interest, outlining qualifications, & project proposal;
- Updated Resume/CV specifically detailing how the candidate meets the fellowship requirements;
- At 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- [jrbain@montana.com](mailto:jrbain@montana.com).

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

Attn: Jason R. Bain,  
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.\***



**INTERNSHIP 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 Museum Internship program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POST-SECONDARY EDUCATION:

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

AVAILABILITY :

Year (circle one):            2009            2010            2011            2012

Internship Term (circle one):            Spring            Summer            Fall

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

AFFIRMATION:

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

\_\_\_\_\_  
Date