Lincoln Heritage Museum Internships

The Lincoln Heritage Museum offers internships to qualified college students, recent graduates or graduate students. Internships usually take place throughout the academic year (spring, summer, or fall semesters). All LHM internships are unpaid. However there may be grant funded internships that will provide a stipend for students. Regardless of paid or unpaid internships the LHM strongly encourages students to seek academic credit through internships or use internships to diversify their resumes. All internships work in accordance with the requirements of the respective intern’s university he or she is obtaining credit through.

Intern Positions

Collections Management
This internship is for students who have an interest in collections management, offering numerous opportunities to actively participate in tasks related to a collection or the artifacts in an exhibit. Interns will need to have a working knowledge and basic understanding of the process of collection management. Various opportunities in accessioning new acquisitions, researching artifacts in the collection, inventory, data entry of artifact records, preparing artifacts for storage, loan or shipment, learning how reports assist the day-to-day operations, preparing loan agreements, installation of artifacts in exhibits or permanent displays, and problem-solving are possible in this internship. Preference will be given to those who have successfully completed coursework or practicums related to collections management.

Community Programming
This intern will work on tasks related to researching, assisting in developing and implementing Museum programs targeted towards youth and families. The programs will focus on engaging activities that allow family units and youth groups to interact with each other while learning in the Museum. The intern will work closely with children, families, and community groups. The intern’s responsibilities will include (but not be limited to):

- Assisting with Storytelling Workshops on Saturdays.
- Preparing craft projects for children’s programs.
- Researching, developing and leading family tours.
- Coordinating mailings and other marketing efforts for youth and family programs.
- Leading tours and craft workshops
- Producing well written program outlines for usage by current and future interns and staff.

Education Programming
This intern will be responsible for helping to develop programs through research and lesson plan design. These programs will be designed on studying Lincoln in Illinois. He/she will also work with K-12 groups who visit the museum, including presenting educational tours of the museum and leading activities both before and after schools’ visits, maintaining a knowledge of the museum’s exhibits, preparing activity materials and classroom for activities, both before and after the schools visit. The preferred candidate will have experience designing lesson plans and working with students in K-12 age range, especially in a museum setting.

Museum Marketing and Promotion
This internship is for students who are interested in the marketing and promotion side of the museum operations, and who wish to assist in enhancing the museum experience for visitors once they arrive at our doors. Interns will be allowed to examine how the Lincoln Heritage Museum markets itself and explore possibilities of how to target and reach new audiences. Along with that, the intern is encouraged to research and assist in the writing of grant funds that can cover associated costs of marketing and promotion. This intern will scrutinize all aspects of the visitor experience at the museum, and propose and develop plans to enhance the entire museum experience for visitors from the moment they arrive and even after they leave. Preference is given to those who have experience and interest in social networking, business relations, and advertising.
Intern Application Form

The Lincoln Heritage Museum is an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, or disability.

I am applying for: Fall ________ Spring ________ Summer ________ Year ________

Personal Information
First Name: ____________________ Last Name: ____________________
Address: ____________________
City: ____________________ State: ____________________ Zip Code: ____________________
Email Address: ____________________ Phone: ____________________

Areas of Interest
In order of preference, please indicate which task(s) you are most interested in:
_______________________________________________________________________

I am interested in being considered for special projects outside the scope of my interest(s) listed above:
Yes ________ No ________

Education
Name and location of college/university: __________________________________________
Advisor’s Name, Email and Phone Information: __________________________________________

Dates attended: ____________________ Last year completed: ____________________

Major and Minor Course of Study: __________________________________________
Graduate?: Yes ________ No ________

Degree Received: __________________________________________

Additional relevant courses or studies: __________________________________________

I hope to receive college credit for this internship: Yes ________ No ________

Dates available: ____________________

Start Date End Date

Number of hours available per week: ____________________

Number & days available per week (incl. weekends): ____________________

I certify that all the information submitted by me on this application and the accompanying documents is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am an intern at the Lincoln Heritage Museum, my internship may be terminated at any time. In consideration of my internship, I agree to conform to the Lincoln Heritage Museum’s rules and regulations. I understand that this internship is non-paid.

Signature of Applicant ______________________________________ Date ________

I endorse this application for an internship at the Lincoln Heritage Museum.

Signature of Advisor ______________________________________ Date ________