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, Director of Education, 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.

**RESEARCH AND DOCUMENTATION-**
Work with the Collections Dept. on collection registration and research techniques, including the Museum’s cataloging database PastPerfect 5.

**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.

**EDUCATION/INTERPRETATION-**
Work with the Director of Education on developing and implementing Museum programs and tours and basic interpretation philosophies and education techniques. Attend 1 docent training, Education Advisory Committee meeting, and/or annual teacher workshop if timely. Read Museum’s Education Policy and Interpretive Plan. Work on support projects for the department.
HOURS:

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. Projects will be determined on an as needed basis determined by Museum staff. A current university student may receive college-level academic credit. To receive college credit students are required to be enrolled at an accredited university of high education. The appointee will be responsible for arranging to obtain college credit through Internship Services (243-2815), or through their respective University.

REQUIREMENTS:

- Knowledge of Microsoft Office Suite, experience with historical research & internet resources, and basic office equipment;
- Ability 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 and any qualifications or prior museum work.
- Updated Resume/CV

Please scan all required materials and send electronically, via e-mail, or send a hardcopy to the following address:

**If you are applying for a Collections, Exhibits or Research based internship contact:**

thughes@missoulacounty.us

Attn: Ted Hughes, Curator of Collections
The Historical Museum at Fort Missoula
3400 Captain Rawn Way
Missoula, MT  59804

**If you are applying to an Education internship contact:**

keyjolfsson@missoulacounty.us

Attn: Kristjana Eyjolfsson, Director of Education
The Historical Museum at Fort Missoula
3400 Captain Rawn Way
Missoula, MT  59804
INTERNSHIP IN MUSEUM STUDIES
APPLICATION

NAME:___________________________________________________________________________________

ADDRESS:______________________________________________________________________________

CITY AND STATE__________________________________________________________

ZIP CODE:______________________________________________________________

E-MAIL:______________________________________________________________________________

PHONE:_____________________ WORK 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:

AVAILABILITY:
Year (circle one): 2018 2019 2020 2021
Internship Term (circle one): Spring Summer Fall
Hours:

AFFIRMATION:

________________________________________  __________________________
Applicant Signature                          Date