



ANGIE MONACO PALIN INTERNSHIP IN MUSEUM EDUCATION *APPLICATION INFORMATION*

BACKGROUND:

The Angie Monaco Palin Internship was founded to honor Angie Palin, a long-time Missoula resident and volunteer at the Historical Museum at Fort Missoula. Through her years of teaching, volunteering as our “mean old school marm” in the Grant Creek School, and volunteering at Russell school, Angie has fostered a love of learning for countless students and teachers. A native of Anaconda, Montana, Angie first came to Missoula to work on her degree, and after some time teaching in Conrad, Anaconda, and Glendive, found herself back in Missoula with her husband Dick and their daughter Angie. In Missoula Angie taught at “Little Hellgate”, Washington School, and Russell School. After accompanying her daughter’s class on a field trip to Fort Missoula, she and Dick decided that the Fort needed their help (they were right!). As a longtime volunteer at museum events and school field trips, Angie will tell you “No one has more fun out here than me!”. Angie’s enthusiasm and connection to visitors of all ages is an inspiration to all of us.

SCOPE:

As a Palin Intern, you will become familiar with all aspects of museum education work: interpretation, lesson planning, visitor interaction, and special events, while working with a diverse audience and age groups. Projects are dependent on season, museum needs, and intern interests, and may include:

YOUTH EDUCATION-

Work with the Education Dept. on programs for Missoula area and visiting youth:

- Lead field trips and visits to classrooms
- Update lesson plans
- Create and facilitate drop-in activities
- Plan and facilitate after school programs
- Lead summer camp activities during History Camp
- Supervise Junior Docents in interpretive projects

HERITAGE INTERPRETATION-

Interns will learn the basics of interpretation as a means to connect visitors to our historic site and stories.

- Lead tours of the Fort Missoula grounds for adult tour groups
- Create a tour for one of our less known tour themes
- Create virtual tours for use on our website or facebook

MUSEUM EXHIBITS-

Work with the Education Director and Curator of Collections on the creation of interactive aspects of exhibits. This may include:

- Topic and artifact research
- Writing exhibit/interpretive text
- Creating interactive elements for exhibits
- Designing exhibit panels

- Assisting with maintenance of interpretive areas

OUTREACH-

Work with the Education Department to create new educational games or exhibits for events on site and in the community.

DURATION / TIME COMMITMENT:

HMFM offers three Palin internship opportunities throughout the year - one in the Spring, Summer, and Fall. Internships within the Education Department can be completed both on site or remotely and allow for a flexible schedule. Interns will have the ability to work evenings and weekends as needed, with exact days and times to be determined according to a schedule agreed to by the intern and the museum staff supervisor. Regular check-in meetings to review the progress of the internship project will be required.

The Palin Intern will be required to complete a term project, to be agreed upon in advance by the supervising staff member and the Intern, as well as a final report to their supervising staff member at the end of their internship.

COMPENSATION:

The internship is awarded per semester accordingly:

- An intern working 8-10 hours per week (80-100 hours total) will receive a \$500 stipend
- An intern working 16-20 hours per week (160-200 hours total) will receive a \$1000 stipend

Stipend payments will be made to the intern at the end of their internship. Stipend payments can be made in two installments if requested.

For active students, the Palin Internship may also be used to acquire college credits. The intern will be responsible for making the arrangements with the internship offices at their University.

REQUIREMENTS:

- Knowledge of Microsoft Office Suite and basic office equipment;
- Experience with historical research & internet resources;
- Ability to work independently, thoroughly, and with attention to detail to produce professional results;
- Efficient administrative/organizational skills;
- 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.

Some level museum or education experience is preferred but not required.

PHYSICAL REQUIREMENTS:

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 35 pounds.

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 an outline of qualifications and background.
 - Updated Resume/CV
 - 2 Letters of Recommendation

Please scan all required materials and send electronically via e-mail or mail a hard copy to the following address: keyjolfsson@missoulacounty.us

Attn: Kristjana
Eyjólfsson
Education Director
The Historical Museum at Fort Missoula
3400 Captain Rawn Way
Missoula, MT 59804

***Applications will not be considered until all parts have been completed and received by the museum**

**ANGIE PALIN INTERNSHIP IN MUSEUM EDUCATION
APPLICATION FORM**

DATE: _____

NAME: _____

ADDRESS: _____

CITY AND STATE: _____

ZIP CODE: _____

E-MAIL: _____

CELL PHONE: _____

HOME PHONE: _____ WORK PHONE: _____

CURRENT EMPLOYER/SCHOOL (IF APPLICABLE): _____

EMERGENCY CONTACT- RELATIONSHIP & PHONE/E-MAIL: _____

How did you learn about the Palin Internship program?

POST-SECONDARY EDUCATION:

School, Major/Degree: _____

School, Major/Degree: _____

RELEVANT SKILLS:

PRIOR MUSEUM EXPERIENCE:

AREAS OF MUSEUM INTEREST:

AVAILABILITY:

You will be asked to provide your museum staff supervisor a copy of your current school/work schedule.

Year: _____

Internship Term (circle one): **Spring** **Summer** **Fall**

Hours per week (circle one): **8-10** **16-20**

AFFIRMATION:

Applicant Signature

Date