



DR. ROBERT BROWN INTERNSHIP in LIVING HISTORY *APPLICATION INFORMATION*

BACKGROUND:

The Dr. Brown Internship was founded to honor Dr. Robert Munro Brown, the long-time director of the Historical Museum. Dr. Brown was the executive director of HMFM from 1991 until his retirement in 2014. Throughout his career Dr. Brown was active in the museum field, serving as a board member for the Mountain-Plains Museums Association and the Museums Association of Montana. While leading HMFM, serving on boards, and contributing to the museum profession in many ways, Dr. Bob also brought his enthusiasm for living history to Missoula. On many occasions, Dr. Brown can still be found bringing to life Major Charles Rawn, or Missoula's founder, C.P. Higgins.

SCOPE:

The living history internship includes conducting historic research, planning and delivering public history talks and tours while in costume. Interns provide information, orientation and interpretation to Fort Missoula visitors. The internship involves in-depth study of late 19th and 20th century American history focused on the significant resources of the Fort Missoula, Missoula and Missoula County, including frontier forts, homesteading in Montana, African American history, women's history, military history, the history of forestry and fires, transportation history and WWII Japanese and Italian internment history.

DURATION / TIME COMMITMENT:

HMFM offers three Brown internship opportunities per year – all during the Summer. 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 Brown 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.

Costuming will be provided/reimbursed by the museum.

For active students, the Brown 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 of museum, education, or theater 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**

**DR. ROBERT BROWN INTERNSHIP IN LIVING HISTORY
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 Brown 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