



LUDVIG G. BROWMAN INTERSHIP IN MUSEUM STUDIES *APPLICATION INFORMATION*

BACKGROUND:

The Browman Internship was founded to honor Ludvig G. Browman, a long-time Missoula resident who played a key role in establishing the Historical Museum at Fort Missoula. A respected educator and community leader, “Lud” Browman served as an instructor, professor, and chairman of the Zoology Department during his 35 years at the University of Montana. Following his retirement, Mr. Browman became active in local politics and was elected to a term as a Missoula County Commissioner in 1972. He was one of the commissioners who established the Historical Museum and the Missoula Art Museum as county departments in 1975. After leaving office, he served as a museum trustee for three years. Mr. Browman died in 1986 at the age of 82.

SCOPE:

As a Browman Intern, you will become familiar with all aspects of museum work: collections management, interpretation, exhibit design and installation, working with volunteers, etc. Within the Collections Department, you may participate in one or more of the following areas:

COLLECTIONS DATABASE-

Work with the Collections Dept. on collections registration projects related to the upkeep of our collections cataloging database, PastPerfect 5. This includes:

- General data entry and database maintenance
- Research and updating artifact records
- Assistance with cataloging new donations to the collections

COLLECTIONS PRESERVATION AND STORAGE-

Work with the Curator of Collections on hands-on collections management projects. Interns will learn basic preservation and storage principles while they work to rehouse, reorganize, and digitize artifacts in the museum’s collections.

MUSEUM EXHIBITS-

Work with the Curator of Collections on the creation of exhibits. These projects include:

- Topic and artifact research
- Writing exhibit/interpretive text
- Designing exhibit panels
- Installing exhibits at a display case level or at the full-scale exhibit level
- Assisting with maintenance of existing exhibits and interpretive areas

COLLECTIONS-RELATED EDUCATION AND OUTREACH-

Work with Curator of Collections to create new educational or programmatic uses for the collections. These projects include:

- Creating online materials such as blog posts, online-only exhibits, and social media posts
- Developing program or event outlines that highlight specific collections

DURATION / TIME COMMITMENT:

HMFM offers three Browman internship opportunities throughout the year - one in the Spring, Summer, and Fall semester. Internships within the Collections 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 Browman 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 Browman 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 collections management 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: eselfors@missoulacounty.us

Attn: Emma Selfors
Curator of Collections
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**

**LUDVIG G. BROWMAN INTERNSHIP IN MUSEUM STUDIES
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 Browman 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