

## Exhibit Intern

### Position Description:

The Scott County Historical Society (SCHS) is seeking an Exhibit Intern. The intern is responsible for developing exhibits from inception to installation at SCHS off-site exhibit locations (Shakopee Courthouse, Elko New Market Library, Prior Lake City Hall). The intern will research, design, and install a separate exhibit at each location using objects from the SCHS collection to support their concept. This unpaid position runs for approximately 3 months (*February – April, or June – August, or October – December*) with flexible hours. We ask interns to commit to at least 10 hours per week. The intern is supervised by the Curator of Collections.

### General Information:

SCHS is a countywide professional institution taking a leadership role in managing Scott County's historical resources; it operates a museum and historic house in downtown Shakopee, MN. We serve our communities by preserving information and making it available through professional collection practices, exhibits, and education/outreach programs for people of all ages. We strive to make history relevant and fun.

### Responsibilities:

- Research historical concept and topical history
- Write exhibit text and signage
- Generate artifact list
- Create object mounts as needed
- Create exhibit design, including graphic design
- De-install previous exhibits
- Install exhibits
- Represent the SCHS in a professional manner
- Represent SCHS at one (or more) town festival(s) – if summer intern
- Write one SCHS Blog post with an exhibit focus
- Write one article for the Scott County SCENE publication on a topic related to Scott County history
- Intern may also assist in other areas of museum work, including other public programs, marketing and publicity, and/or visitor services

### Requirements:

- Must have an educational background or demonstrated interest in museum studies, Library science, graphic design, or history
- Must have strong research, writing and oral communication skills
- Ability to lift up to 50 lbs. and stand or sit for long periods of time
- Proficiency with MS Office
- Experience with PastPerfect Software a plus.

**To apply:** please send letter of interest, resume, and two references one month prior to internship start (see above)

David Nichols, Curator of Collections

[dnichols@scottcountyhistory.org](mailto:dnichols@scottcountyhistory.org)

Scott County Historical Society

235 Fuller Street South, Shakopee, MN 55379