



Historic House Program Development Intern:

Position Description:

The Scott County Historical Society (SCHS) is seeking a program development intern to research, develop and pilot two interactive themed tours of our 1908 historic house.

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.

We are seeking a historic house program development intern for Spring 2019. This unpaid position runs for approximately 3 months (March, April, May) with flexible hours. We ask interns to commit to at least 10 hours per week. The intern is supervised by the Program Manager.

Responsibilities:

- Work with SCHS staff to develop two interactive tour ideas relating to Scott County, one of which must highlight historically underrepresented populations
- Conduct background research for programs, and document source materials with attention to historical accuracy
- Develop tour materials for SCHS staff and volunteer docent use
- Pilot tours for Scott County community members, visitors and school groups
- Create evaluation materials and gather anecdotal evidence of program effectiveness through photographs and conversations
- Represent the SCHS in a professional manner
- Write one SCHS Blog post focusing on development of the house tours
- 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 public programs, marketing and publicity, and/or visitor services.

Requirements:

- Must have an educational background or demonstrated interest in museum studies, history or education.
- Must have strong research, written and oral communication skills
- Ability to adapt presentation style to a variety of audiences
- Enthusiastic, creative, and able to work well with the public

To apply: please send letter of interest, resume, and two references by February 1, 2019 to:

Rose James, SCHS Program Manager

rjames@scottcountyhistory.com

Scott County Historical Society

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