

**Title:** Volunteer & Internship Program Logistics Intern

**Department:** Human Resources, Volunteers & Interns

**Supervisor:** Volunteers & Interns Manager

**Hours Per Week:** 12

**Timeframe:** Spring 2021 (January-May)

**Status:** Paid

**Positions Available:** 1

**Location:** Virtual

**Description:** The intern assists with the coordination of the MNHS Internship Program; including recruitment, community outreach, event planning, and program development. The intern also participates directly in the hiring process. This position will offer opportunities to assist with community career fairs and other community events as needed and desired.

**Ideal degrees:** Human Resources, business, volunteer management, non-profit management, communications, history, african american and african studies, native american studies, or other related degrees.

**Student Qualifications:**

- Ability to work well independently and in a team setting
- Detail-oriented
- Comfortable speaking over the phone
- Excellent communication skills
- Proactively motivated to develop new projects
- Ability to think outside of the box
- Interest in and/or experience with Inclusion-focused work
- Experience with Microsoft Suite & Google Suite
- Ability to use Google Hangouts/Zoom for meetings

**Student Responsibilities:**

*Community Outreach*

- Assist with recruitment/community outreach which may include on-line research and/or attendance at career fairs or other community events
- Post next semester's Internship positions on college recruitment websites and job boards
- Participate with the Intern hiring process, including the screening and interviewing process
- Create an Intern Highlights booklet containing information on interns in the current semester

*Administrative Support*

- Assist with development of a virtual volunteer training
- Plan and implement two virtual recognition events
- Assist with administrative duties such as scanning, database management, reviewing documents, etc.
- Manage intern communications and program administration as needed to support supervisor
- Collect volunteer and intern pictures for reporting purposes

**Knowledge intern is expected to gain:**

- Experience in recruitment, outreach, and communication as an organizational representative



- Further development of project management skills through the planning and implementation of the Internship Program programming
- Improved personal and professional communication skills
- Understanding of the Human Resources and Volunteer Management fields through the lens of the Internship/Volunteer Program - from recruitment to hiring to programmatic support
- Increased knowledge of networking strategies

**How to apply:** Send a cover letter, resume, PDF copy of school transcripts, and any required additional materials to [internships@mnhs.org](mailto:internships@mnhs.org).

*At MNHS, we don't just accept difference--we celebrate it, we support it, and we thrive on diversity for the benefit of our volunteers, interns, employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace.*

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**Title of Internship:** Business Intelligence & Process Improvement Intern  
**Department of Internship:** Business Intelligence & Process Improvement  
**Supervisor Title:** Business Intelligence & Process Improvement Manager  
**Hours Per Week:** 10-20 Hours/week  
**Semester of Internship:** Spring 2021 Semester  
**Status:** Paid  
**# of positions available for this semester:** One  
**Location:** Remote  
**Own Transportation Needed:** No

**Project Summary:** MNHS is modernizing its web and analytics infrastructure and seeks a talented intern to learn and contribute.

**Ideal degrees:** Computer Science or related field

### **Student Qualifications**

Considerable -- though not-necessarily professional -- programming experience, and genuine enthusiasm for system analysis and design. Additionally, at least a hitchhiker's-level understanding of

- Unix-like systems (e.g. Linux)
- relational databases (e.g. MySQL, MSSQL)
- networking
- containers (e.g. Docker, Kubernetes)

is preferred. Subject to change, the intern is particularly likely to encounter the specific technologies indicated above over the course of their internship, along with

- PHP
- Drupal
- HTML/CSS/JS
- GitLab
- Google Cloud Platform
- Terraform
- Python
- Apache Solr
- Jira

Prior experience with these can be considered nice-to-haves.

### **Student Responsibilities**

Assist with audits, maintenance, and migration of legacy systems and help the team design, develop, and communicate modern infrastructure and processes. The team is friendly and supportive and expects to provide significant instruction and assistance to the intern.

### **Knowledge intern is expected to gain**

Professional experience with many of the technologies listed above. Experience working with a small team on live, security-sensitive infrastructure.

### **Additional Materials Required**

Please submit a source code sample of any length (via whatever means you like) that you're especially proud of having written. Be prepared to discuss it at length should you be offered an interview.

### **Disclosure**

MNHS -- IT teams in particular -- are currently in the midst of a dramatic transitional period induced by COVID 19. This internship could change significantly in character or scope as the situations evolve.

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**Title of Internship:** Native American Undergraduate Museum Fellowship (NAUMF) Internship

**Department of Internship:** Native American Initiatives (NAI)

**Supervisor Title:** NAI Program Specialist

**Hours Per Week:** up to 10 hours per week (dependent on number of credit hours needed if taking for credit)

**Semester of Internship (timeframe):** Spring 2021 (January – May 2021)

**Status (paid or unpaid):** Paid

**# of positions available for this semester:** 1

**Location:** Virtual (Google Meet), Possible in-person meetings

**Own Transportation Needed:** No

**Project Summary:** This internship is designed to involve a student in the multiple aspects of program planning specifically through the planning of the Native American Undergraduate Museum Fellowship at the Minnesota Historical Society. The intern is expected to support the program staff in and outside of the office on tasks geared toward the planning and development of the Fellowship. The intern will also be provided the opportunity to learn more about the Historical Society's NAI programs and initiatives. Interns will be expected to support the NAI staff on preparing other summer programs depending on time of year and intern availability.

**Tasks will include:**

- Assist with logistical preparation of program (specifically with regard to setting travel and helping to prepare the summer cohort's agenda)
- Recruit American Indian students on college campuses throughout the state for NAUMF and other offerings at MNHS
- Assist with data collection and analysis for evaluation and reports
- Creating binders, folders, and other materials for cohort participants (readings, medical forms, payment information, etc.)

**Ideal degrees:** Undergraduate major in American Indian Studies, American Studies, Museum Studies, History, or a related field.

**Student Qualifications:** Interest in public history, educational programs, museum studies, a strong work ethic, good communication and collaboration skills as well as the ability to work independently. Strong applicants will have previous experience with programs through either past participation in programs or planning of programs through school or volunteer associations. Applicants should be conscientious, detail-oriented, and precise. Familiarity with Microsoft Office applications is required. Coursework in interdisciplinary fields and methods is a plus.

**Student Responsibilities:**

**Knowledge intern is expected to gain:**

- Behind the scenes knowledge, planning, and implementation of NAUMF
- Interviewing skills and experience (as the interviewer)
- Experience with data collection and knowledge of program reporting process
- Familiarity with the MNHS and its varying departments and program offerings
- Increased knowledge of history in the nontraditional narrative
- Increase awareness of museum field career
- A greater appreciation of cultural preservation, especially regarding American Indians

**Additional Materials Required:** None

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**Title:** Multimedia Intern

**Department:** Multimedia Program

**Supervisor:** Multimedia Manager

**Hours:** 10-16 hours per week

**Timeframe:** Spring 2021

**Status:** Paid

**Location:** Remote or Minnesota History Center, St. Paul, MN

**Project Summary:** The Multimedia Intern will assist MNHS multimedia staff in the development, production, and implementation of a variety of multimedia projects for education, promotion, mobile tours, curricular products, and multimedia elements within exhibits. The media staff at MNHS produce everything from online videos to large-scale immersive media installations, like the “Flour Tower” at Mill City Museum or “This Must Be Hell” – the C47 plane show at the Minnesota History Center.

**Student Qualifications:** The ideal candidate would have 2-3 years of undergraduate experience in multimedia, filmmaking, or related courses and should possess basic media production skills including videography, sound recording, editing, and preparing files for web delivery. Experience with Adobe Premiere and Adobe Creative Cloud applications is desired. Multimedia installation experience a plus.

**Ideal degrees:** Multimedia, Filmmaking

**Student Responsibilities:**

- Work on a variety of projects from educational and promotional to immersive exhibit multimedia
- Learn about the role of multimedia production within the Society’s programs and exhibitions
- Assist multimedia producers on all aspects of production, editing in particular
- Prepare projects for web and/or exhibit delivery
- Assist with accessibility, including captioning
- Assist with multimedia exhibit installations
- Work within set deadlines

**Knowledge intern is expected to gain:**

- Experience working in many aspects of multimedia production for exhibits and programs
- Exposure to production best practices related to museum multimedia
- Introduction to the integration of multimedia experiences in exhibits
- Increased awareness of the operations of a large public museum

**Additional Materials Required:**

- Work sample reel. Links to streaming media preferred.

**Title:** Design Intern  
**Department:** MNHS Press/Borealis Books  
**Supervisor:** Design and Production Manager  
**Hours Per Week:** 10-12  
**Timeframe:** Spring 2021 (January-May)  
**Status:** Paid  
**Positions Available:** 2  
**Location:** Virtual

**Description:** The MNHS Press Design Intern will assist the publishing staff in the areas of print production, design, marketing, editorial and administration. We offer an exciting opportunity to work with staff willing to share their knowledge of the book industry, and also provide unique and independent projects. The intern will be working in an office environment with a mix of computer and non-computer related work.

**Ideal degrees:** Graphic design, marketing, business, english, art, history or communications majors will be considered. However, preference will be given to students with a design background.

**Student qualifications:**

- Working knowledge of graphic design and that field's associated computer software (Adobe Creative Suite)
- General research & communication skills
- An interest in book design and production
- Top notch organizational skills
- Aptitude/interest in social media/marketing
- Demonstrated ability to work independently
- Experience with Microsoft Office and the Google software suite are also preferred

**Student Responsibilities:**

Marketing

- Assist Marketing staff create print and digital book promotions.
- Design and layout academic print or electronic direct mailing pieces
- Provide assistance in delivering image files for publicity and online use
- Provide production and design assistance for press kits, etc.
- Website and blog design, including possible production of audio/video podcasts & book trailer

Editorial

- Meet with the Editorial department to learn about department functions
- Conduct library and Internet research for potential books/anthologies/reprints
- Conduct photo and art research for covers and interiors, including permissions and ordering
- Read trade journals and attend acquisitions meetings

Production

- Meet with the Production Manager to learn about department functions and attend production meetings
- Complete production and design work on print-on-demand titles and reprints, including reworking existing cover and text files
- Provide production and design support for new titles, including possible cover and interior design.

Administrative

- Attend staff meetings; meet with the Press Director and other divisional staff to learn the business
- Production and design presentation assistance, including charts, graphs, and PowerPoint

**Knowledge intern is expected to gain:**

- Knowledge of the MHS Press overall business, strategy, and function
- Experience in all aspects of working with the MHS Press
- Design samples for student portfolio



**Additional Materials Required:** Design samples

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**Title of Internship: Archaeology Site Risk Assessment Internship**

**Department of Internship: Archaeology**

**Supervisor Title: Head of Archaeology, Archaeology Department**

**Hours Per Week: up to 12 hours per week (dependent on number of credit hours needed if taking for credit)**

**Semester of Internship (timeframe): Spring 2021 (January – May 2021)**

**Status (paid or unpaid): Paid**

**# of positions available for this semester: 1**

**Location: Virtual (Google Meet), In-Field (1 or 2x)**

**Own Transportation Needed: Yes**

**Project Summary:** Archaeology interns will assist the Head of Archaeology and MNHS-DNR Archaeologists to study and document immediate and long-term threats to the archaeological and heritage resources in Minnesota. Specifically, the project will identify immediately vulnerable archaeological sites on MNHS and Minnesota's Department of Natural Resources (DNR) properties; identify archaeological resources at risk, prioritize research and preservation options based on these assessments, and develop a site-specific model which predicts the location, timing, and severity of natural or cultural impacts. Tasks will include:

- Complete desktop reviews of select MNHS-DNR archaeological sites, including the review of historical maps and aerial imagery to access changes in conditions through time and identify vulnerable sites;
- Visit the sites most immediately threatened to establish baseline conditions for future monitoring and/or mitigation;
- Develop case studies that broadly illustrate the scale of threats to known resources;
- Using data collected, create site-specific models and monitoring plans that can be observed and reviewed at the decadal level over the next eight decades;

**Ideal degrees:** Undergraduate major in anthropology or archaeology, history, geology, environmental studies, or related field; graduate studies in anthropology or archaeology, heritage management, history, geology, environmental studies, or related field.

**Student Qualifications:** Applicants should have completed coursework in archaeology or related field, including, at minimum, an archaeological or geological field school and methods course. Applicants should be conscientious, detail-oriented, and precise. Familiarity with Microsoft Office applications is required. Coursework in interdisciplinary fields and methods is a plus.

**Student Responsibilities:** The intern will assist Archaeology Department senior staff in identifying immediately vulnerable archaeological sites on MNHS and DNR properties. The intern will be selecting a

MNHS and/or DNR property to monitor and assess, starting from desktop reviews of the locality, site visit(s) to the location, and creating a monitoring report and future planning. The intern will interact with MNHS and DNR archaeologists, local county historical societies and partnership organizations and interested parties. The intern will be expected to conduct all work according to the ethical standards of professional archaeology. A copy of the Society for American Archaeology's Code of Ethics will be provided by the intern's supervisor.

**Knowledge intern is expected to gain:** The intent of this internship is to provide an opportunity for the intern to gain an understanding of the principles and practice of archaeological resource management. This internship will contribute to the engagement of communities and the public in monitoring heritage sites and resources at risk and for the development of local partnerships and a program across Minnesota for site and resource management. The intern will also gain knowledge and critical resources and tools that archaeologists commonly use to learn and understand the effects of natural and cultural impacts to our environment.

**Additional Materials Required:** None



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**Title of Internship: Archaeology (GIS) Internship**

**Department of Internship: Archaeology**

**Supervisor Title: Head of Archaeology, Archaeology Department**

**Hours Per Week: up to 12 hours per week (dependent on number of credit hours needed if taking for credit)**

**Semester of Internship (timeframe): Spring 2021 (January – May 2021)**

**Status (paid or unpaid): Paid**

**# of positions available for this semester: 1**

**Location: Virtual (Google Meet)**

**Own Transportation Needed: No**

**Project Summary:** Archaeology interns will assist the Head of Archaeology and MNHS-DNR archaeologists in updating and digitizing MNHS and Minnesota's Department of Natural Resources (DNR) archaeological records and resources. Tasks will include georeferencing of historic maps and historic aerial imagery from MNHS and DNR collections, historic building and archaeological project maps and digitizing archaeological data and photographs.

**Ideal degrees:** Undergraduate major in anthropology or archaeology, geography or geographic information science or related field; graduate studies in anthropology, archaeology or heritage management, geography or geographic information science or related field.

**Student Qualifications:** Applicants should have completed coursework in archaeology or related field. Applicants should be conscientious, detail-oriented, and precise. Familiarity with Microsoft Office applications and ESRI ArcGIS software is required. Coursework in interdisciplinary fields and methods is a plus.

**Student Responsibilities:** The intern will assist Archaeology Department senior staff in the management of archaeological records collections from Minnesota from public lands. Tasks will include georeferencing of historic maps and historic aerial imagery from MNHS and DNR collections, historic building and archaeological project maps and digitizing archaeological data and photographs. The intern will be expected to conduct all work according to the ethical standards of professional archaeology. A copy of the Society for American Archaeology's Code of Ethics will be provided by the intern's supervisor. Copies of relevant standards and guidelines and relevant training will be provided by the intern's supervisor.

**Knowledge intern is expected to gain:** The intent of this internship is to provide an opportunity for the intern to gain an understanding of the principles and practice of archaeological resource management and collections/records management. Knowledge will be gained via time spent data quality checking and editing data, records and collections to ensure that they conform to data standards. The intern will also gain a basic knowledge of mapping and metadata standards using ESRI ArcGIS.

**Additional Materials Required:** Access to ESRI ArcGIS Software



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**Title of Internship: Archaeology Collections Management Internship**

**Department of Internship: Archaeology**

**Supervisor Title: Head of Archaeology (Lithic Raw Material Comparative Collection) or Program Assistant (Historic Comparative Collection), Archaeology Department**

**Hours Per Week: up to 12 hours per week (dependent on number of credit hours needed if taking for credit)**

**Semester of Internship (timeframe): Spring 2021 (January – May 2021)**

**Status (paid or unpaid): Paid**

**# of positions available for this semester: 2**

**Location: Virtual (Google Meet)**

**Own Transportation Needed: No**

**Project Summary:** Archaeology interns will assist in managing archaeological collections currently stored at the Archaeology Department's facility at Kellogg Center and the Minnesota History Center and with the development of a virtual **Lithic Raw Material Comparative Collection** and **Historic Artifact Comparative Collection**. Tasks will include inventory, organization, re-housing and some detailed analysis of portions of the collections.

**Ideal degrees:** Undergraduate major in anthropology or archaeology; graduate studies in anthropology, archaeology or heritage management.

**Student Qualifications:** Applicants should have completed coursework in archaeology, including, at minimum, an archaeological field school and an archaeological lab methods course. Applicants should be conscientious, detail-oriented, and precise. Familiarity with Microsoft Office applications is required. Coursework in specialized analysis of collection subassemblages (lithic, faunal, ceramic) is a plus.

**Student Responsibilities:** The intern will assist Archaeology Department staff in the management of archaeological collections from Minnesota. Task to be completed will include processing image files in Adobe Photoshop of artifacts from the European American comparative collections, preparing catalog data for import to the MNHS Collections Management database, and updating the database. *The intern will be expected to conduct all work according to the ethical standards of professional archaeology. A copy of the Society for American Archaeology's Code of Ethics will be provided by the intern's supervisor.* The intern will become familiar with current standards image processing, artifact cataloging, and collections management. Copies of relevant standards and guidelines and relevant training will be provided by the intern's supervisor.

**Knowledge intern is expected to gain:** The intent of this internship is to provide an opportunity for the intern to gain an understanding of the principles and practice of archaeological collections management. Knowledge will be gained via time spent data quality checking and editing collections catalogs to ensure that they conform to data standards. The intern will also gain a basic knowledge of image editing and metadata standards using Adobe Photoshop and Bridge.

**Additional Materials Required:** None