Internship Announcement

Location: Historic Charlton Park, Hastings, MI

Title: Education/Collections Internship

Duration: Full-time, 12 weeks, beginning in late April or early May

Benefits: Free apartment on site, fully furnished $4,000 stipend

Requirements: Currently an undergraduate or graduate student in Museum Studies, American History, Education or other related field.

Deadline: March 5, 2012

To Apply: Please send cover letter detailing your interest in the position, resume and three references to:
Claire Johnston
Attn: Intern Position
Historic Charlton Park
2545 S. Charlton Park Rd.
Hastings, MI 49058.

Or e-mail: Claire.Johnston@charltonpark.org

Description of Institution:

The mission of Charlton Park is to provide educational and recreational opportunities, through the collection, preservation and demonstration of early rural Michigan life, artifacts and buildings, and the maintenance of natural and recreation areas.

Charlton Park is currently financially supported by a Barry County, Michigan .226 millage, which provides the majority of its operating budget through 2017. Barry County is home to approximately 60-70,000 people who form the core of the Charlton Park community, but visitors come from all over Michigan and surrounding states for our special events. Support for the collection and maintenance of the historic buildings is supplemented through the Charlton Park Village and Museum Foundation.

Charlton Park encompasses over 300 acres with its historic village, museum and recreation area. Charlton Park is the product of the vision and work of Irving Delos Charlton (1882-1963). In 1936, he donated land to Barry County for the purpose of building a museum and recreation facility for area residents. During his lifetime, Charlton collected thousands of artifacts, most of which form the core of our current collection. He strongly
believed in the preservation of agricultural and common household objects from the 19th century for the education of future generations. The historic village began in 1969 and was recreated to portray a typical rural Michigan village in the late 19th and early 20th centuries. Today, Charlton Park supports 20 special events, 30,000 visitors, 4,000 participants in our education programs and a collection of 35,000+ artifacts.

Description of Internship:

The intern will have two roles during his/her time at Charlton Park. The first will be as a historic interpreter during our educational programming for elementary students. Mid-April through the first week of June, Charlton Park hosts elementary school programs every week day. The intern will undergo interpreter training and shadow a veteran volunteer before their first presentation. Costumed presentations typically last 2 hours in the mornings and the intern would assist with setup and cleanup.

The second role involves a collections project. In concert with the curator, the intern will:

- Inventory the clothing collection held by Historic Charlton Park. Intern will be responsible for condition reports, photography, data entry in Past Perfect and rehousing as needed. Additional research may be required in preparation for a clothing exhibit in 2013.

Once Past Perfect training is complete and intern is comfortable with plan of action, minimal supervision of the intern will be necessary. The curator will train and supervise the intern and will be at his/her disposal for questions and advice concerning the project. The intern will have a modest budget (if applicable) to complete the project. The intern will be required to submit a written proposal before beginning their collections project and a summary report at the end of the 12 weeks including their time as an interpreter, description of their collections project, how they implemented the project, results and what they learned. The intern will also present their project to the Charlton Park Board near the end of their internship.

Description of Intern Benefit:

This varied internship is intended to give an intern a practical experience, allowing him/her to not only plan and implement, but to follow through to completion. Through this position the intern will gain skills in educational programming, interpretation, Past Perfect museum software, document/artifact handling, scanning, and digital photography, etc.

Although the internship is in collections and education, the nature of Charlton Park will give the intern exposure in many areas of not only museum work, but also recreation and administration. Being a full-time employee with an apartment on site, the intern will be able to observe and be involved with many aspects of Charlton Park. He/she will learn how a physically large institution operates on a small budget, how a working board of directors runs in comparison to an administrative board, how special events in an outdoor educational venue succeed, and how educational programming, historic interpretation and volunteer management are accomplished. We believe that our internship will help students not only gain much needed practical application in museum work, but also allow students to experience many other facets of the museum field. Our hope is that the intern would take away a greater knowledge of education and collections management and a better understanding of their strengths and how he/she can apply them to a future career.

Historic Charlton Park is an equal opportunity employer. Applicants must be willing to submit to a State of Michigan Criminal Background Check.