

Education Department Internship Opportunities

Title: School and Educator Programs Intern

Location: Idaho State Museum

Staff Mentor: Curator of Education, Idaho State Museum

Schedule: Fall or Spring semester, Monday-Friday between 8am-5pm

Scope: The duties of this internship include assisting the Curator of Education and education staff in prepping for and delivering educational programs for children, chaperones, and teachers that attend the Museum during field trips. They will help develop and facilitate field trip workshops, tours, and homeschool day programs. Interns will gain direct experience with developing and implementing educational programs for students, families, and teachers. Candidates should enjoy working with children, have a love of history, and be excited to learn about informal education in a museum setting.

Learning Objectives:

The intern will help to create and manage resources for educators, students, and chaperones and support Museum Education staff with field trip and outreach programs.

The Intern will:

- Work with a variety of audiences in an informal learning setting
- Support facilitation and logistics related to school programming for PreK-12th grade students, chaperones, and educators
- Learn object-based, informal learning techniques including Visual Thinking Strategies (VTS) and Thinking Routines
- Develop curriculum writing skills and help to design tours and classroom activities for field trip and school outreach programs
- Apply historical research and make topics relevant for diverse audiences
- Understand the organization and structure of a museum
- School credit - Participants may arrange for academic credit for the internship through their college or university

Interns tasks:

- [Research and investigate using primary and secondary sources from the Museum's collection and the Idaho State Archives](#)
- [Develop curriculum and activities for school and outreach programs](#)
- [Communicate with students, chaperones, and teachers](#)

- Prepare school program materials and assist with administrative tasks
- Conduct surveys to better serve education audiences
- Facilitate classroom and tour experiences for students

Minimum requirements:

- Experience and/or interest in leading public programs with youth
- An interest in Idaho and its history
- Computer skills including ability to input information into a database and manipulate that information
- A reliable means of transportation
- Strong organizational skills

To apply: If interested, please send a cover letter and resume to Emily Chivers, Curator of Education at Emily.chivers@ishs.idaho.gov

**Collections Program
Digital Asset Management Internship
1-3 Credits**

As part of the Idaho State Historical Society, The Idaho State Museum (ISM) seeks to inspire, enrich and engage all Idahoans by leading the state in preserving, sharing, and using history and cultural resources relevant to today to inform and influence the future; and is a state agency that is fully accredited by the American Association of Museums.

The ISM Collections Program seeks upper-division undergraduate and graduate interns interested in collections documentation and registration. Interns will gain experience managing digital photographs of permanent collections pieces and digitize collections records, and incorporate these digital assets into our collections management database.

Exact timeframe and credit hours will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Upper division standing and currently enrolled in a program working towards a degree in History or other related field. Interns must be comfortable working independently, able to read handwritten records, and have practical knowledge of Windows-based

computer programs (such as MS Word, Excel and general operation of a Windows-based system).

**Collections Program
Record Transcription Internship
1-3 Credits**

As part of the Idaho State Historical Society, The Idaho State Museum (ISM) seeks to inspire, enrich and engage all Idahoans by leading the state in preserving, sharing, and using history and cultural resources relevant to today to inform and influence the future; and is a state agency that is fully accredited by the American Association of Museums.

The ISM Collections Program seeks upper-division undergraduate and graduate interns interested in collections documentation and registration. Interns will gain experience in collections management practices including documentation and registration methods by transcribing museum records into our collections management database.

Exact timeframe and credit hours will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Upper division standing and currently enrolled in a program working towards a degree in History or other related field. Interns must be comfortable working independently, able to read handwritten records, and have practical knowledge of Windows-based computer programs (such as MS Word, Excel and general operation of a Windows-based system).