



INTERNSHIP MANUAL

1330 N. Burlington
Hastings, NE 68901
402.461.2399

HastingsMuseum.org

POSITION DESCRIPTION

POSITION: Intern | Positions available in Collections & Exhibits, Education, Marketing, and/or Museum Administration

DEPARTMENT: Hastings Museum

REPORTS TO: Depending on the type of internship, the applicant will report to the following:
Collections & Exhibits Internship: Curator of Collections
Education Internship: Curator of Education
Marketing Internship: Director of Marketing
Museum Administration Internship: Museum Director

SUMMARY: The main purpose of this program is for students to gain practical experience in their field of study. Interns will be responsible for planning, organizing, and evaluating assigned activities in order to benefit the Museum. Interns also will be expected to assist numerous departments within the Museum and occasionally supervise volunteers. Internships include work completed in an office, museum, or classroom setting as well as direct interaction with Museum staff, patrons, and volunteers. Interns frequently determine their own practices and procedures in varied work situations and are expected to use independent judgment when appropriate. All internships are not available simultaneously.

ESSENTIAL POSITION REQUIREMENTS

For All Museum Interns:

1. Maintain records and reports relating to departmental activities.
2. Share in general office duties as needed to support department.
3. Assist patrons at various events or programs as needed.
4. Maintain equipment, materials and supply inventories needed for programs and projects.
5. Support different departments within the Museum as needed.
6. Maintain a daily log of responsibilities acted upon and attend appropriate staff meetings.
7. Assist in evaluating the success or failure of a program or activity.
8. Research new program and activity ideas to determine if applicable for department.
9. Coordinate with vendors, volunteers, or community entities as needed.
10. Interns must work during the Museum's regular hours of operation. This will include occasional weekend and evening hours.

For Collections & Exhibits Interns:

11. Enter data into PastPerfect.
12. Organize and rehouse artifacts.
13. Photograph artifacts and conduct inventory of collection.

For Education Interns:

14. Develop Museum program lesson plans and/or SummerFun classes.
15. Develop activities for Museum events.
16. Teach Museum programs and/or SummerFun classes.
17. Work Museum events.
18. Work with and/or supervise Museum volunteers.

For Marketing Interns:

19. Write, update, and/or edit copy to promote exhibits, events, programs and/or movies.
20. Design flyers, advertisements, web posts, or social media messages as needed.
21. Take photos or shoot video as needed.
22. Submit Museum events to numerous community calendars.

For Museum Administration Interns:

23. Prepare, organize, and file documents.
24. Research new programs/initiatives per the director's request.
25. Develop reports on emerging museum trends per the director's request.
26. Independent project mutually agreed upon by intern and museum director.

QUALIFICATIONS

1. Individual must be enrolled in an accredited college or university and be currently working toward a degree related to the internship.
2. Ability to communicate effectively, both orally and in writing and be able to deal with conflict resolution as well as customer service.
3. Must possess a valid driver's license.
4. Applicant must have a 3.0 GPA or higher in his/her major and an overall GPA of 2.3 GPA at the time of application.

Dates of Service | Please note: All internships are not available in every session. A total of 1-4 internships are awarded per year depending on the number of hours each intern accumulates.

- **Summer Semester:** May – August
- **Fall Semester:** August – December
- **Winter Break:** January
- **Spring Semester:** February – May
- **Project based:** Dates of service are then defined by intern supervisor.

Benefits: Pay Scale Range: \$8.00 - 9.00/hour depending on qualifications and experience. Volunteer internships are also available, call for details.

Applications are accepted year around. As all internships are not available during all dates of service, feel free to call and verify the availability of a position in a specific department.

Documentation to be provided by applicant

- Completed Official Application Form* (provided by Hastings Museum)
- Copy of Applicant's Resume
- Names, Addresses, and Telephone Numbers of three (3) references

SELECTION PROCESS

The Hastings Museum Internship Committee shall review, evaluate, and rank all applications. Upon the completion of this process, the committee shall recommend its top candidate for a personal interview with designated Museum staff. Upon completion of the personal interview, the committee shall make its recommendation either negative or affirmative as to whether to offer an internship to the candidate. Museum staff (the potential supervisor of the intern) shall contact the candidate as well as the educational institution (if

course credit is being earned) to offer the position. If the candidate should refuse the position, the committee shall proceed with the second choice in the same manner as described above.

***Turn in the attached application to the Hastings Museum. You may keep the top part of the manual.**

CONTACT & DEPARTMENT INFORMATION FOR HASTINGS MUSEUM

Physical address: 1130 N. Burlington Ave. | Hastings, NE 68901
Mailing address: P.O. Box 1286 | Hastings, NE 68902
Web address: HastingsMuseum.org
Phone number: 402.461.2399
FAX: 402.461.2379

Rebecca Matticks	Executive Director	rmatticks@hastingsmuseum.org
Teresa Kreutzer-Hodson	Curator of Collections	collections@hastingsmuseum.org
Russanne Hoff	Curator of Education	education@hastingsmuseum.org
Becky Tideman	Director of Marketing	btideman@hastingsmuseum.org

Hastings Museum | INTERNSHIP APPLICATION

Please send application and resume to: 1330 N. Burlington, Hastings, NE 68901
Attention: Rebecca Matticks

Date _____

Last Name: _____ First Name: _____ Middle Initial _____

Phone Number: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Do you have a valid driver's license? Yes _____ No _____

College/University: _____ Major: _____ Minor: _____

Academic Advisor: _____ Advisor Phone: _____ Email: _____

GPA to date _____ GPA in major _____ Academic Status: _____

Please list any certifications you have obtained and their expiration dates.

CPR/AED/First Aid _____ Other: _____

Department preferred for internship in order of preference: Collections, Education, Marketing, Museum Administration

1. _____ 2. _____

3. _____ 4. _____

Employment History (Up to last 5 years)

Name & Address of Employer	FROM MO/YR	TO MO/YR	Kind of work or Position	Salary	Reason for leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

References:

Name	Address	Phone #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Have you participated in, or do you have a membership in, an academic or professional organizations? If yes, please list the organizations and explain your involvement:

List any Hastings Museum events or programs you have attended:

What are you looking for in an internship with Hastings Museum? Explain new experiences you hope to have during your internship, new skills you hope to gain, and goals you would like to achieve as a part of your internship.

What current skills do you have that would assist the Hastings Museum? Feel free to list program experience, computer skills, volunteer experience, qualifications/certifications, etc.

I will be/am enrolled to receive course credit for my internship through:

Course Name: _____

_____ I will not be receiving course credit for my internship.

A salary or stipend is _____ not essential _____ essential.

This application will serve as declaration of my intention to participate in the internship as defined by the Hastings Museum. I have met with my college internship supervisor and have received approval as applicable for my degree program. I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Student's Signature

Date

College Internship Supervisor

Date

Please check off if completed and documents attached:

☐

résumé

☐

transcript