



Tri-Cities Historical Museum

Tri-Cities Historical Museum 2025 Exhibits Internship Announcement

Part-Time: 10–15 hours a week, 120 hours total. Flexible start date, summer 2025 internship.

Internship Details: The Tri-Cities Historical Museum is seeking an intern to assist with the Exhibits Department. The intern will work to complete the following project:

- **Project 1:** Research, design, and publish a digital exhibit for the TCHM website. Exhibit topic is the intern's choice. Topic must be related in some way to Tri-Cities History. Topics may include, but are not limited to:
 - The U.S. Coast Guard
 - Military History
 - The Prohibition Era in the Tri-Cities
 - Women in the Tri-Cities
 - Native American History
 - Prominent Figures in the Tri-Cities
 - Maritime and/or Lighthouse History
 - Logging/Fur Trade in the Tri-Cities

Qualifications

- Currently an undergraduate or graduate student at an accredited school.
- Must be available to work on site in Grand Haven, Michigan.
- Individuals for this position should be interested in one of the following areas: Exhibits research and design, history, museum studies, public programming, curatorial, archives, or digital programming and design.
- Though the position will be with the Tri-Cities Historical Museum, a major in History or Museum Studies is not required.
- Preference given to those completing the internship for college credit.
- Demonstrated ability to write and speak effectively.
- Physically able to lift 25 pounds.

Learning Objectives:

- Artifact handling/staging
- Researching archives & collections
- Exhibit interpretive planning
- Panel & label writing/fabrication
- Photography/image scanning
- Basic photo editing
- Graphic design
- Basic web designing (Wix platform)
- Resume building with museum staff

Dates, Compensation, and Commitment:

- Intern must complete a minimum of **120 hours** between late May through August. Start date will be discussed and approved with the museum department supervisor.
- TCHM offers a flexible schedule. Interns must be available to work anytime from Monday through Friday, 9:00 am - 5:00 pm. Schedule must be approved in advance with the museum department supervisor.
- Interns will commit to being fully present and onsite for the duration of the internship.
- A \$500 stipend will be given to the intern upon completion of project/hours.
- Interns must provide the appropriate paperwork to their museum department supervisor in accordance with their school's policy.
- **Application deadline is March 22nd!**

For consideration, all applicants must submit the following:

- Cover Letter*
- Resume*

Please submit application and all questions to:

Please submit any questions and all application materials to ediller@tchmuseum.org subject line "Museum Internship Application - Your Name"

Next Steps:

- Applicants will be notified if additional information is required and/or if they have been selected for an interview.
- An interview (virtual or in-person) and background check are required.

Equal Opportunity Employer:

The Tri-Cities Historical Museum is an equal opportunity employer. The Tri-Cities Historical Museum does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, interns and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, interns, subcontractors, vendors, and clients.

