



# Tri-Cities Historical Museum

## Tri-Cities Historical Museum 2025 Museum Theater Education 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 in the Education Department. The intern will work to complete the following project(s):

- **Project 1: History themed theatrical presentation** - The topic of the presentation will be of the intern's choosing. The intern will research and write the script, and additionally research and gather necessary props/costumes if needed. The intern will work with the Education Curator to set time and date for a performance, and will perform their presentation for Museum visitors.
- **Project 2: Walking Tour** - Research and write the script for a historic themed walking tour of either Grand Haven, Spring Lake, or Ferrysburg. Research and gather historical props/photos. Implement/perform walking tour for Museum visitors.

### **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: Education, history, public programming, community outreach, museum studies, theater, writing.
- 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:

- Program design/implementation for numerous demographics
- Public speaking
- Best practices in theatrical interpretation of history
- Research and writing
- Resume building with museum staff
- Developing lesson/program plans

## 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](mailto: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.*