



Location: Historic Charlton Park, Hastings, MI

Title: Charlton Park Foundation Intern

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

Benefits: \$10/hour, housing available, fully furnished.

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

Deadline: March 9, 2018

To Apply: Please send cover letter detailing your interest in the position, resume and three references to:  
foundationintern@charltonpark.org                      Historic Charlton Park  
Attn: Foundation Internship  
2545 S. Charlton Park Rd.  
Hastings, MI 49058

*Please note: applications with "References available upon request" will not be processed.*

### **Description of Internship:**

The Charlton Park Foundation intern will have several opportunities during his/her time at Historic Charlton Park.

- Participate in collections inventory and cataloging projects, which include photographing, researching, and computerizing artifacts in Past Perfect Museum software.
- Assist with the traveling exhibit from NEH on the Road; "The Power of Children: Making a Difference," including the set-up, and supporting public programs relating to the exhibit.
- S/he will work as a historic interpreter during our educational programming for elementary students. The intern will undergo interpreter training and shadow a veteran volunteer before their first presentation. Costumed presentations typically last 2 hours.
- May be required to work weekends.

**Description of Intern Benefit:**

This varied internship is intended to give an intern practical experience in the operations of a historic village and recreation area. Through this position the intern will gain skills in Past Perfect museum software, artifact handling, traveling displays, digital photography, historic interpretation and education, coordinating volunteers, and special events, etc.

Although the core of this internship is in collections and exhibits, 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 fulltime employee with an apartment on site, the intern will be able to observe and be involved with many aspects of Charlton Park. S/he will learn how a physically large institution operates on a small budget, 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 collections and exhibits management and a better understanding of their strengths and how s/he can apply them to a future career.

**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 .223 millage, which provides the majority of its operating budget through 2023. 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 19<sup>th</sup> 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 19<sup>th</sup> and early 20<sup>th</sup> 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.

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