



Location: Historic Charlton Park, Hastings, MI

Title: Charlton Park Foundation Intern

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

Benefits: \$10/hr. Free apartment on site, fully furnished.

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

Deadline: February 10, 2017

To Apply: Please send cover letter detailing your interest in the position, resume and three references to:

FTInternship@charltonpark.org or Historic Charlton Park  
Attn: Collections/Exhibits Position  
2545 S. Charlton Park Rd.  
Hastings, MI 49058.

### **Description of Internship:**

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

- The first will be to develop an exhibit for the public. The intern will be responsible for following an existing plan for a multi-year redesign of a permanent exhibit, with some flexibility and design possibilities available to make the project their own. Inventory, photograph, research, and computerize artifacts in Past Perfect related to the exhibit.
- In order to provide the intern with the best overall experience, they will work as a historic interpreter during our educational programming for elementary students 2 times a week. The intern will undergo interpreter training and shadow a veteran volunteer before their first presentation. Costumed presentations typically last 2 hours.
- Assisting in all areas of event set up and operation, present on site during required weekend events.

The intern will have a modest budget to complete the exhibit project and will be responsible for completing a project prior to the end of their internship. The intern will be required to submit a written proposal before beginning their project and a summary report at the end of the 12 weeks. The intern will also present their project to the Charlton Park Board near the end of their internship if possible.

**Description of Intern Benefit:**

This varied internship is intended to give an intern a practical experience, allowing him/her to not only plan and implement, but to follow through to completion. Through this position the intern will gain skills in Past Perfect museum software, artifact handling, digital photography, basic exhibit design, signage, public interface, educational programming, 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 full-time 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 .226 millage, which provides the majority of its operating budget through 2017. 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.