



The President James K. Polk State Historic Site

Spring 2019 Exhibit Development Internship

The purpose of the President James K. Polk State Historic Site (President James K. Polk State Historic Site) internship program is to provide interested students with first-hand public history experience to compliment corresponding coursework and career goals. During the internship, participants will develop their general public history skills, along with more specific skills relevant to their particular internship program.

The Spring 2019 Exhibit Development intern will have the opportunity to strengthen skills related to **exhibit development, historical research, visitor services, and social media content production**. The Internship will be composed of one major project, a temporary exhibit proposal, and smaller aspects related to the everyday operations of the museum.

EXHIBIT DEVELOPMENT (70%)

The primary goal of the Spring 2019 Exhibit Development Internship is to help develop a temporary exhibit that will be go on display in 2020. The exhibit will highlight a theme from political history that will appeal to visitors travelling to the area during the Republican National Convention. The theme will be chosen by the site staff prior to the internship. Example themes might include: North Carolina Women's Suffrage Movement, The History of Voting, or Political Ephemera Through the Years.

Project goals:

1. Research the historical theme for the exhibit and gather information to help compose exhibit labels, panels, or other educational materials.
2. Seek out photographs, documents, and other artifacts pertinent to the exhibit's theme and compile them into an artifact "wish list" for consideration.
3. Draft an outline and complete the "Temporary Exhibit Proposal" forms.
4. Revise outline and proposal after receiving feedback from site staff.
5. Submit a final version of the outline, proposal, artifact list, and research notes.

*The President James K. Polk State Historic Site
12031 Lancaster Highway, Pineville, NC 28134
704-889-7145*

www.nchistoricsites.org/polk/ / www.jameskpolk.net



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VISITOR SERVICES (25%)

At the President James K. Polk State Historic Site, Visitor Services makes up a large percentage of our daily operations. In fact, all the services we provide—from tours to education programs and special events—exist to serve the museum visitor. Thus, it is important that interns are well versed in serving our visitors. Visitor services will include (but is not limited to): greeting guests and leading tours of the historic cabins. Interns will be provided with thorough training to prepare them to perform the required duties.

SOCIAL MEDIA OUTREACH (5%)

Social media content makes up a large percentage of our outreach to the public and serves as our “digital visitation.” Social media platforms provide us with a way to connect to audiences beyond our physical location and serves as a very important communications and marketing tool.

Interns will be expected to contribute to these outreach efforts by composing a minimum of one social media post per week. Posts can range from historical content to “inside information” about intern projects. Remember, education is not just limited to the historical facts associated with the site! Your posts might extend to educating the public about the job of a historian or the native plants on our grounds or how to care for artifacts, for example. Topics and platforms will vary, however, all posts will be expected to include accurate and well-written text accompanied by a visual component. Posts should be submitted each Sunday prior to the beginning of a new work week.

ADDITIONAL INFORMATION

Hours: Interns are expected to complete a minimum of 120 hours during the Spring 2019 semester. The President James K. Polk State Historic Site is open to the public Tuesday-Saturday from 9:00 a.m.-5:00 p.m. Most hours are expected to be completed during business hours. Interns may work Mondays at the discretion of the Site Manager. Failure to adhere to agreed-upon schedule and hour requirements will result in dismissal.

Requirements: The intern will be required to complete relevant readings and will be encouraged to discuss them periodically with the Historic Interpreters. The intern will be expected to complete a final reflection piece (minimum 500 words), as well as an internship evaluation, at the close of the internship experience. Lastly, interns are expected to keep a detailed and accurate record of their work hours.

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Preferred Qualifications and Skills: Interested applicants should be pursuing either an undergraduate or graduate degree in history or have recently completed a degree at an accredited institution. Students are expected to have excellent communication, research, and writing skills. Preference will be given to students with previous experience or coursework focused on exhibit design, event planning, or museum services. Students should be detail-oriented, and organized, critical thinkers who value autonomy and enjoy working in a flexible, collaborative environment. Students should be personable, professional, and possess excellent public speaking skills, as well.

Supervision: Interns will report directly to Kate Moore, Historic Interpreter III. The Site Manager, Scott Warren, will closely monitor all internship operations.

How to Apply: Interested students should email resume, cover letter, and three references with contact information to kate.h.moore@ncdcr.gov by December 20, 2018. Cover letters should include an example of an exhibit from another historic site or museum that could be used as inspiration for the applicant's own project.

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