



The President James K. Polk State Historic Site

Spring 2019 Museum Education Internship

The purpose of the 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.

Spring 2019 Museum Education interns will have the opportunity to develop skills related to **program development, museum operations, social media management, and historic interpretation**. The internship will be composed primarily of three different parts: Education Project, Social Media Marketing, and Visitor Services.

EDUCATION PROJECT (50%)

The primary goal of the Museum Education Internship is to develop a new educational program for use at the President James K. Polk State Historic Site. The intern will work with the Historic Interpreter and the Site Manager to determine the project that will best combine the site's goals with the intern's interests and skills, create a corresponding proposal, develop an implementation plan, and produce the final product. *For example, a program for upper grade level students that will be based on primary sources related to James K. Polk's life and that will encourage students to engage with meaningful historical analysis.*

Project goals:

1. Review the site needs as detailed by site staff.
2. Create a program proposal that addresses the needs of the site while being engaging and relevant for students and teachers.
3. Produce drafts of the program outline and accompanying educational materials.
4. Revise outline and materials after receiving feedback from site staff.
5. Complete a final version to be turned in by the end of the semester for use in the 2019-2020 school year.

*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%)

The second largest component of the Museum Education Internship is active participation in visitor services. At the President James K. Polk State Historic Site, visitor services make 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, leading tours of this historic cabins, giving lectures on related topics, operating the gift shop, and assisting with school programs.

Interns will be provided with thorough training to prepare them to perform the required duties. Training will include studying the tour guidebook used by both staff and volunteers, shadowing tours, leading portions of the tour until the intern is comfortable leading a full tour, as well as learning how to greet guests and how to assist guests in the site's gift shop.

At the end of the internship, participants will be expected to conduct one specialty tour. This tour will be created by the intern, based on their knowledge of the site and the relevant associated history. The specialty tour can be a twist on the standard tour, ex. shifting the narrative focus, or it can be an entirely new tour that focuses on a different area or aspect of the site.

SOCIAL MEDIA OUTREACH (15%)

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.

Museum Education 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.

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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.

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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