

Where  
the past  
is present



## INTERNSHIP PROGRAM

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The Detroit Historical Society is pleased to debut its new formal internship program. Internship opportunities are available in many areas of the Detroit Historical Society, including exhibitions, collections, education, programs, development and public relations.

Undergraduate and graduate students are invited to work with their university faculty and the Detroit Historical Society staff on for-credit internship experiences.

Applicants must meet the following criteria to qualify for an internship at the Detroit Historical Society:

- Obtain at least a Sophomore (undergraduate) standing
- Earn a cumulative grade point average of at least 3.0
- Enroll in an internship course for college/university credit\*
- Submit a letter of support and/or recommendation from a faculty advisor
- Possess good time management and communication skills

Regular semester internships are unpaid. In general, interns are expected to spend approximately 120 hours working for the Detroit Historical Society during the semester in which he or she is enrolled in the internship course (roughly 8 hours per week for 15 weeks). Interns are required to submit weekly progress reports to their Society supervisor and their faculty advisor, as well as write a final, summative paper of 8-10 pages. (Please note that university internship requirements may differ. In those cases, the DHS internship requirements will conform to the university course standards.)

The following pages will provide additional detail about the Detroit Historical Society's internship program. If you have questions about the program, please contact Rosanne Jamieson, Volunteer & Education Coordinator, at [rjamieson@detroithistorical.org](mailto:rjamieson@detroithistorical.org) or 313-833-1419.

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\* Are you a recent college graduate or a student who is not interested in a for-credit internship? Contact Rosanne Jamieson, Volunteer & Education Coordinator, for other exciting volunteer opportunities: 313-833-1419 or [rjamieson@detroithistorical.org](mailto:rjamieson@detroithistorical.org).

# INTERNSHIP OPPORTUNITIES

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The internship positions listed below are representative of the opportunities available at the Detroit Historical Society. As the internship program expands, new opportunities are constantly being created. Specific interests and skills can often be incorporated into current intern positions or can shape an entirely new position.

## CURATORIAL AND EDUCATION INTERN

Reports to: Director of Education & Interpretation

Curatorial and Education interns work on projects that deal with historical interpretation. These include, but are not limited to: exhibitions research, program development, interpretative training materials, school and classroom resources, and website content. Specialized projects and tasks may include, but are not limited to:

- Conducting historical research for upcoming temporary and permanent exhibits
- Researching and drafting docent reference materials
- Writing entries and finding images for the Encyclopedia of Detroit
- Assisting with the planning and facilitation school programs
- Developing content for web-based educational games and materials

## PUBLIC PROGRAMS INTERN

Reports to: Manager of Programs

Public Programs interns work on projects related to the Society's special events and adult programs. These include, but are not limited to, Behind the Scenes tours, Historical Houses of Worship tours, lecture series, Noel Night, Discover Detroit event, Grow Detroit event and African American History Day event. Specialized projects and task may include, but are not limited to:

- Researching potential venues for Behind the Scenes and Historical Houses of Worship tours
- Helping plan and facilitate special programs, such as Discover Detroit, Grow Detroit and African American History Day
- Developing and implementing new special programs
- Participating as a Society representative on Behind the Scenes and Historical Houses of Worship tours
- Researching, contacting and booking scholars for our evening lecture series
- Assisting with public programs database management

## EXHIBITIONS INTERN

Reports to: Director of Programs & Exhibits

Exhibitions interns work with the development, fabrication and installation of exhibits at the Detroit Historical Museum, Dossin Great Lakes Museums, and special loaned exhibitions. Major responsibilities and duties include, but aren't limited to:

- Preparing and cleaning exhibit spaces for installation
- Editing and proofreading exhibit copy
- Preparing artifacts
- Installing text panels and/or artifacts

**NOTE: Previous experience or training in exhibitions and/or artifact handling is mandatory for this internship. Also note, this internship is dependent upon the Society's exhibition schedule and is not available every semester.**

## COLLECTIONS INTERN

Reports to: Curator of Collections

Collections interns work on projects related to the care and preservation of the Detroit Historical Society's archival and artifact collections. Major responsibilities and duties may include, but are not limited to:

- Assisting with the care and preservation of historical artifacts
- Cataloging acquisitions in Past Perfect software
- Conducting historical research on artifacts for documentation and interpretation purposes
- Answering research requests for staff and external researchers

**NOTE: Previous experience or training in artifact handling/collections management is mandatory for this internship.**

## PUBLIC RELATIONS INTERN

Reports to: Director of Public/External Relations

Public relations intern works on projects related to public and external relations for the Detroit Historical Society. Major Duties and Responsibilities:

- Researches and drafts press releases and works with PR Director on other media follow-up as needed
- Assembles other press materials and press kits as needed
- Works with PR staff on revision or updating of pressroom content on the Society's website
- Updates or enhances content on the Society's Facebook page and updates followers of the Society's Twitter account
- Facilitates getting Society exhibits and events listed on local web portals
- Maintains photograph and press clipping files
- Assists with meeting logistics and communication to key media and community partners, as well as Society Auxiliary Groups
- Performs web and phone research in support of PR projects
- Provides staffing assistance for both internal and external events as needed
- Receives training as a Museum docent; gives tours when necessary
- Performs other duties as assigned

**Note: Additional requirements for this internship position include: coursework and/or major in Communications, Marketing, History, Public Relations, Business or equivalent, Junior or Senior standing, and a writing sample (from PR/Journalism coursework, previous internship or a published article).**

## DEVELOPMENT INTERN

Reports to: Development Specialist

Development interns work on projects related to fundraising for the Detroit Historical Society. These include, but are not limited to: special events, membership activities, corporate sponsorships and grant writing.

Major Duties and Responsibilities:

- Assisting with special event planning including logistics for fundraisers and events
- Researching potential sources of funding for exhibits and programs
- Assisting with all Development Department mailings
- Helping with other Development-related tasks as needed, including occasional administrative responsibilities
- Must be willing to work occasional evenings or weekends, dependent upon event schedule

## INTERN RESPONSIBILITIES

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All Detroit Historical Society interns are asked to agree to and follow the responsibilities:

- To act as a partner of the society in promoting the knowledge and appreciation of our local heritage
- To perform intern duties in accordance with society procedures and policies, to the best of one's ability
- To attend all training programs as required
- To fulfill all intern commitments and to provide prompt notice when circumstances necessitate a change in schedule
- To conduct oneself, at all times, in a manner which reflects positively upon the Society
- To be mindful, at all times, of the importance of the intern position and the valuable contribution that comes from a job well done

## INTERNSHIP TRAINING

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Training is an essential component of the intern experience. Every new intern will attend a two-hour orientation. At this session, the intern will receive a handbook, an overview of their internship specialization and a tour of the Detroit Historical Museum.

# DETROIT HISTORICAL SOCIETY

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## MISSION STATEMENT

The Detroit Historical Society educates and inspires our community and visitors by preserving and portraying our region's shared history through dynamic exhibits and experiences.

## VISION STATEMENT

The Society's vision is to create a shared sense of community and pride by celebrating the history and unique culture of our region.

## CORE VALUES

The Society's staff members and Board of Trustees also have adopted the following core values, and members of the public should expect that we are striving to realize these values in all of our exhibitions, programs and communications:

- **Accountability:** We will serve as effective stewards of our assets and relationships, acting in a manner in which everyone is held responsible for their actions.
- **Authenticity:** We will demonstrate the highest level of integrity and scholarship in all of our words and actions, recognizing the need to maintain an unimpeachable credibility amongst our key stakeholders.
- **Customer Focus:** We will be guided by an understanding of the customer's needs and expectations in all of our actions.
- **Engagement:** We will involve all of our stakeholders in the creation of an environment that is challenging, creative and rewarding.
- **Relevancy:** We will strive to ensure that our efforts always resonate with, and are meaningful to, our community and stakeholders.
- **Respect:** We will foster an atmosphere that acknowledges and values the contributions and ideas of all individuals.

## THE DETROIT HISTORICAL SOCIETY

Since its founding in 1921, the Detroit Historical Society has been dedicated to ensuring that the history of the region is preserved so that current and future generations of Detroiters can better understand the people, places and events that helped shape our lives.

In 1928, the leaders of the Detroit Historical Society founded the Detroit Historical Museum and for the next 20 years the Society operated the Museum and preserved our region's rich history through the collection and conservation of artifacts. In 1951, the Society transferred ownership of the Museum and the collections to the City of Detroit, and the Society focused on fundraising and marketing activities for the Detroit Historical Museum and, later, the Dossin Great Lakes Museum.

Throughout the next five decades, the Society raised funds, recruited volunteers and ensured that the Detroit Historical Museum and the Dossin Great Lakes Museum remained a vibrant presence in Detroit's cultural landscape.

In 2006, the Society reached a new agreement with the City of Detroit to once again become the day-to-day manager of the Detroit Historical Museum, the Dossin Great Lakes Museum and the more than 200,000 artifacts held in the collections.

Since that time, the Society's Board of Trustees and staff has reinforced their commitment to ensuring excellence in all of the organization's activities. In September 2006, the Detroit Historical Museum celebrated its Grand Re-Opening after a Society-led 10-week makeover that saw the installation of six new exhibits and many needed facility improvements. In March 2007, the Society's leadership team celebrated the Grand Re-Opening of the Dossin Great Lakes Museum to ensure necessary facility improvements to this Museum as well.

In 2009, the Society launched the Past>Forward Campaign, which seeks to raise \$20.1 million over five years. Funds raised will support:

- Exciting new exhibitions including Detroit: The Arsenal of Democracy, the Allesee Gallery of Culture and the Gallery of Innovation at the Detroit Historical Museum
- Enhancement of our popular permanent exhibits at the Detroit Historical Museum and Dossin Great Lakes Museum; a new, interactive core maritime exhibit – Built by the River – at the Dossin Great Lakes Museum.
- The creation of new field trip experiences and classroom resources designed to meet state learning standards that will make learning local history fun!
- New, dynamic learning experiences that will engage families and school-age audiences as well as provide experiences that involve and inform museum visitors of all ages
- The digitization of thousands of our most historically significant artifacts which will then be made available online for researchers, students and history buffs alike!

## OUR MUSEUMS

The Detroit Historical Museum and the Dossin Great Lakes Museum are owned by the City of Detroit and managed by the Detroit Historical Society.

Through exhibitions, educational programs and the preservation of original historical artifacts, the Detroit Historical Museum fulfills its mission to preserve and present the history of our region in tangible, real and vibrant ways that recognize and explain our shared past as the foundation for our future.

The collections mission of the Historical Museums includes:

- Items owned, used or produced by Detroiters, depicting a Detroit subject or associated with Detroit buildings, events and businesses; Detroit includes the area now known as Metropolitan Detroit

- Items associated with Great Lakes shipping and recreational boating, Michigan-based military units and Native American culture of the Great Lakes region
- Items typical or representative of those used in Detroit

### **DETROIT HISTORICAL MUSEUM**

5401 Woodward Avenue  
 Detroit, Michigan 48202  
 (313) 833-1805

Hours:	Monday	Closed *
	Tuesday-Friday	9:30 am – 4:00 pm
	Saturday & Sunday	10:00 am – 5:00 pm

Parking: \$5.00

Focus: Regional history and exhibitions covering the 17th-21st Centuries

\*Open by appointment for group tours. For group tour information please call (313) 833-7935

### **DOSSIN GREAT LAKES MUSEUM**

100 Strand Drive on Belle Isle  
 Detroit, Michigan 48207  
 (313) 821-2661

Hours:	Monday – Friday	Closed *
	Saturday – Sunday	11:00 am – 4:00 pm

Admission Fees: Free -The Dossin Great Lakes Museum has a donation-only policy, thanks to the generosity of the Masco Corporation

Focus: Great Lakes Maritime History

\* Open by appointment for group tours. For group tour information please call (313) 833-7935

# DETROIT HISTORICAL SOCIETY INTERNSHIP APPLICATION

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## Personal Information

Name: \_\_\_\_\_

Last

First

Middle Initial

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone : (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Home

Work

Cell

Email address: \_\_\_\_\_

Best way to reach you:  Phone (cell, work, home)  Email

## Education Information

College/University: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Dept.: \_\_\_\_\_

Major: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

Standing:  Junior  Senior  Graduate Studies

## Background

Describe any special skills, training or education:

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Please describe your recent job or volunteer experience:

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### Interests:

The internship position(s) I am interested in is/are:

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|---|---|--------------------------------------|
| <input type="checkbox"/> Education & Interpretation | <input type="checkbox"/> Public Programs  | <input type="checkbox"/> Exhibitions |
| <input type="checkbox"/> Collections                | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Marketing   |
| <input type="checkbox"/> Development                |   |                                      |

My preferred start date/semester:  
\_\_\_\_\_

My weekly availability is (check day(s) and write availability between 9am and 5pm):

- |                                  |                                   |                                     |                                    |                                  |
|----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Monday: | <input type="checkbox"/> Tuesday: | <input type="checkbox"/> Wednesday: | <input type="checkbox"/> Thursday: | <input type="checkbox"/> Friday: |
| _____                            | _____                             | _____                               | _____                              | _____                            |

### Cultural Diversity Information

Sex:  Female  Male

Ethnicity:

- |   |   |                                    |                                   |
|---|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Caucasian | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Native American  | <input type="checkbox"/> Other _____            |                                    |                                   |

### CHECKLIST FOR APPLICATION:

- Completed application form
- Resume or CV
- Letter of support from faculty advisor
- Photocopy of your Driver's License or State ID
- Other requirements as noted for specific intern positions

### SUBMIT TO:

Volunteer & Education Coordinator  
Detroit Historical Society  
5401 Woodward Avenue  
Detroit, MI 48202

By signing this application, I agree to a mandatory background screening and that the information I have provided is accurate. I understand that the submission of this application is an indication of my interest in internships for the Detroit Historical Society and in no way requires the Society to use my services.

Signature \_\_\_\_\_ Date \_\_\_\_\_