

Education and Programs Intern
Summer 2022

About Lombard Historical Society

The Lombard Historical Society celebrates Lombard's heritage by collecting, preserving, and interpreting the history of Lombard and operates the Victorian Cottage Museum, the Carriage House and the Society's Archives at 23 W. Maple Street, and the Sheldon Peck Homestead, a National Park Service Underground Railroad Network to Freedom Site, at 355 E. Parkside Avenue in Lombard. Both the Victorian Cottage and Peck Homestead host activities and groups and are open for tours several days a week.

About the Internship

This internship is an opportunity to gain hands on experience in a museum setting to learn about informal education strategies, including program planning and execution, school programing, and scout programing. The intern will be responsible to running the Art@thePeck children's program on Tuesdays. By the end of the internship, participants will learn how to provide historical interpretation to diverse audiences and an understanding of working in a small museum.

Ideal candidates will have an interest in museums and/or education as a career. Candidates proficient in research, writing, and public speaking preferred. Prior experience with elementary aged students a plus, but not required. Internships are supervised but ideal candidates will be independent and self-starting.

This is a 12-week internship with a \$500 stipend starting May. Requiring 14 hour/week with nights and weekends as needed. Internships can be extended with an additional stipend.

Responsibilities

- Lead tours of the Sheldon Peck Homestead and Victorian Cottage
- Execute the Tuesday Art@thePeck family program
- Assist in Thursday evening program
- Other duties as assigned

Qualifications

- Currently enrolled in an accredited undergraduate or graduate degree program with at least two years of college-level academic experience and coursework in education, history, anthropology, or related field
- Experience with customer service and visitor experience.
- Comfortable working with all age groups in an educational setting
- Comfortable working with children and families.
- Experience with educational interpretation preferred
- Skills in communicating effectively, both orally and in writing
- Comfortable working with all age groups in an educational setting
- Ability to work on multiple projects concurrently while maintaining attention to details.

- Ability to lift 30 lbs.
- Knowledge of general office procedures, and skilled in Microsoft Office Suite.

Submit resume and cover letter to director@lombardhistory.org