

## **Internship Opportunities at the Putnam County Historical Society and Foundry School Museum**

The Putnam County Historical Society and Foundry School Museum accepts applications for internships on a rolling basis. Internships generally last 8-12 weeks but are open to the possibility of continuation at the discretion of the Executive Director. Please send a cover letter and résumé via email to the Director of Administration at [office@pchs-fsm.org](mailto:office@pchs-fsm.org) or via regular mail at 63 Chestnut Street, Cold Spring, NY 10516. If you have any questions in regards to interning you may contact the Director of Administration at 845-265-4010.

**ADMINISTRATIVE INTERNS** - will act as museum docents, managing the museum independently, during the week and on select weekends. Responsibilities include opening the museum, running the museum store, greeting visitors and answering questions. Interns will be responsible for keeping visitor records and store inventory. Interns will also assist the Director of Administration with clerical duties including answering the phone, copying documents for staff and board members, faxing, scanning and coordinating mailings. Interns will be in contact with museum vendors, members and Trustees. This is a unique opportunity for students to experience daily museum functions “behind the scenes”.

**HOURS:** 1 or 2 six hour days during the week and 2 six hour weekend days a month

**SUPERVISION AND TRAINING:** Hands-on training under the direct supervision of the Director of Administration

**CURATORIAL INTERNS** - will support the curator in every aspect of exhibition planning. This includes conducting preliminary research on local history and on objects to be used in exhibitions, assisting in choosing objects for the exhibitions and compiling a final list of objects to be used, interpreting research to write text labels for objects and signage within the exhibits and proof-reading scholarly essays to be included in the exhibition catalogs. Additional curatorial intern responsibilities include but are not limited to cataloguing objects in PCHS-FSM’s collection, assisting with the formulation and organization of exhibits to be included in our annex museum PCHS East, and participating in the hosting of exhibition opening receptions. Interns will also act as museum docents on select weekends to open the museum, run the museum store, greet visitors and answer questions. This is a unique, hands-on opportunity to learn not only exhibition planning but the various roles of museum staff.

**HOURS:** 1 or 2 six hour days during the week and 2 six hour weekend days a month

**SUPERVISION AND TRAINING:** Hands-on training under the direct supervision of the Curator

### **INTERNSHIP BENEFITS**

- Unlimited free museum admission
- Free admission to lectures
- 10% discount at the museum store
- Invitations to quarterly volunteer events with the staff
- Meeting like-minded history buffs!