



## General Internship

*The mission of the Lakeshore Museum Center is to preserve and interpret the natural and cultural history of Muskegon County.*

Internships at the Lakeshore Museum Center are unpaid and open to undergraduate or graduate college students (and high school seniors if recommended by a career counselor) that are interested in a museum career. Students in the General Internship Program will gain experience in each of the following areas:

**Exhibits:** Interns will be responsible for researching, writing, designing and installing a small exhibit project. They will also participate in the day-to-day activities of the department and help with any major exhibit installations.

**Education:** Interns will work with the Education staff to learn and conduct education programs and tours, develop educational materials for the museum, and help organize the department resources.

**Collections:** Interns will assist the Collections department staff with: accessioning and cataloging of artifacts using Past Perfect Software, inventory of select collections, utilization of computerized collections management system, preparation of artifacts for exhibit,

**Archives:** Interns will assist the Archivist in processing archival collections, research requests, and special projects. They will scan pictures and learn how to use Past Perfect Software for Archival collections.

### How to Apply:

Interested candidates should send a cover letter, resume, and contact information to the address below. Please indicate the hours per week you are available (up to 20 hours per week) and requirements for school credit. There are a maximum of two positions available per semester.

Deadline for the **spring semester is November 15<sup>th</sup>**.

Deadline for the **fall semester is June 15<sup>th</sup>**.

Deadline for the **summer semester is March 15<sup>th</sup>**.

Send application information to:

Erin Schmitz  
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Lakeshore Museum Center  
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(231) 724-5535  
E-mail: [erin@lakeshoremuseum.org](mailto:erin@lakeshoremuseum.org)