

**Courthouse Square Association
P.O. Box 411, 100 W. Lawrence Ave.
Charlotte, MI 48813**

Internship Guidelines

Mission Statement

Courthouse Square Association, in a fiscally responsible manner, collects, preserves, interprets and promotes the history and culture of Eaton County through the preservation and use of its historic structures, while giving the past relevance through exhibits and educational programs.

Duties

- The intern will work with museum staff and other volunteers on various projects, which uphold CSA's mission.
- The intern will receive hands-on training and guidance from museum staff.
- Duties may include, but are not limited to assisting with collections care, programs, tours, exhibit preparation and installation, clerical tasks, special events, cleaning and the museum gift shop.

Expectations

- The intern and his/her college advisor must determine goals and objectives prior to starting the internship.
- The intern reports directly to the Executive Director.
- The intern and Executive Director can develop a special project, if desired.
- The intern must accurately record his/her hours and accomplishments on forms provided by the museum.
- The museum's needs and the intern's goals will determine the amount of hours per week, however, schedules remain flexible.
- Please notify museum personnel in cases of absenteeism.
- The intern shall act in a professional manner. Be courteous and attentive to visitors, providing assistance when needed.
- The intern's personal appearance should be neat and clean and appropriate to the day's tasks.
- Safety is a concern. Report any unsafe or hazardous conditions in the building or on its grounds to museum staff.
- Interns are not permitted in collections storage without museum personnel present.
- There is no smoking in the building.
- No food or drinks are allowed in the exhibit areas, collections storage or around the artifacts.

Benefits

- The intern may receive college credit from his/her institution.
- The intern will receive a free one-year membership to the museum, which offers many benefits, including free admission to the museum, a 10% discount on non-sale items in the gift shop and receiving The Ledger, CSA's quarterly newsletter.
- The intern will be able to participate in Volunteer/Intern appreciation gatherings.
- The intern will meet new and interesting people.
- The intern will gain the satisfaction of knowing that he/she contributed to the community by learning about Eaton County's history and how to preserve it and Courthouse Square as an organization.

Requirements

- An interest in the museum field or community work.
- The applicant should have completed at least 2 years of college coursework.
- With the help of an advisor, the individual should determine their goals and objectives prior to applying.
- Submit a resume and a written proposal describing your goals and your interests in this field to:

Jeralyn Bohms, Executive Director
Courthouse Square Association
P.O. Box 411, 100 W. Lawrence Ave.
Charlotte, MI 48813

or

preserve@ia4u.net (saved as a Microsoft Word document)

Check out our website at www.visitcourhousesquare.org

For more information contact Jeralyn Bohms at 517-543-6999.