



Location: Historic Charlton Park, Hastings, MI

Title: Education/Public Programming Intern

Duration: Part-time (3 days/week), beginning in early May, 8-10 weeks

Benefits: Paid \$8.50 per hour

Requirements: Currently an undergraduate or graduate student in Museum Studies, American History, Education, Public History or other related field.

Deadline: February 29, 2016

To Apply: Please send cover letter detailing your interest in the position, resume and three references to:

PTInternship@charltonpark.org

Historic Charlton Park  
Attn: Education/Public Programming  
Internship Position  
2545 S. Charlton Park Rd.  
Hastings, MI 49058.

### **Description of Internship:**

The Education/Public Programming intern will have two goals during his/her time at Historic Charlton Park. The first will be to act as a historic interpreter during our educational programming for elementary students. Early April through the 2<sup>nd</sup> week of June, Charlton Park hosts elementary school programs almost every week day. The intern will undergo interpreter training and shadow a veteran volunteer before their first presentation. Costumed presentations typically last 2 hours in the mornings and the intern would assist with setup and cleanup.

The second goal will be to participate in the planning and implementation of public programs. The intern will work with the Programming & Education Facilitator to plan and implement programs that occur during the tenure of the intern. If applicable, s/he will also be responsible for facilitating any summer camp-type programming with local groups. The intern will also be required to attend Charlton Park Day (May 28), and one other special event during their tenure as time allows, and complete other projects assigned by Park staff. Upon completion of the internship, the intern will be required to submit a written reflection of the internship, due on the final day.

**Description of Intern Benefit:**

This varied internship is intended to give an intern a practical experience, allowing him/her to not only plan and implement, but to follow through to completion. Through this position the intern will gain skills in historic interpretation, educational programs, public programming, coordinating volunteers, etc.

Although the internship is in education and public programming, the nature of Charlton Park will give the intern exposure in many areas of not only museum work, but also recreation and administration. The intern will be able to observe and be involved with many aspects of Charlton Park. He/she will learn how a physically large institution operates on a small budget, how special events in an outdoor educational venue succeed, and how educational programming, historic interpretation and volunteer management are accomplished. We believe that our internship will help students not only gain much needed practical application in museum work, but also allow students to experience many other facets of the museum field. Our hope is that the intern would take away a greater knowledge of education and public programming and a better understanding of their strengths and how he/she can apply them to a future career.

**Description of Institution:**

The mission of Charlton Park is to provide educational and recreational opportunities, through the collection, preservation and demonstration of early rural Michigan life, artifacts and buildings, and the maintenance of natural and recreation areas.

Charlton Park is currently financially supported by a Barry County, Michigan .226 millage, which provides the majority of its operating budget through 2017. Barry County is home to approximately 60-70,000 people who form the core of the Charlton Park community, but visitors come from all over Michigan and surrounding states for our special events. Support for the collection and maintenance of the historic buildings is supplemented through the Charlton Park Village and Museum Foundation.

Charlton Park encompasses over 300 acres with its historic village, museum and recreation area. Charlton Park is the product of the vision and work of Irving Delos Charlton (1882-1963). In 1936, he donated land to Barry County for the purpose of building a museum and recreation facility for area residents. During his lifetime, Charlton collected thousands of artifacts, most of which form the core of our current collection. He strongly believed in the preservation of agricultural and common household objects from the 19<sup>th</sup> century for the education of future generations. The historic village began in 1969 and was recreated to portray a typical rural Michigan village in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. Today, Charlton Park supports 20 special events, 30,000 visitors, 4,000 participants in our education programs and a collection of 35,000+ artifacts.

Historic Charlton Park is an equal opportunity employer. Applicants must be willing to submit to a State of Michigan Criminal Background Check.