



Location: Historic Charlton Park, Hastings, MI

Title: Charlton Park Foundation Intern

Duration: Full-time, 12 weeks, beginning in April or May.

Benefits: \$14/hour, housing available if needed.

Requirements: Currently pursuing a career in Museum Studies, American History, Education, Public History, or other related field.

Deadline: March 1, 2024

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

foundationintern@charltonpark.org

Historic Charlton Park  
Attn: Foundation Internship  
2545 S. Charlton Park Rd.  
Hastings, MI 49058

*Please note: applications with "References available upon request" will not be processed.*

### **Description of Internship:**

The Charlton Park Foundation intern will have several opportunities during their time at Historic Charlton Park.

- Participate in collections inventory and cataloging projects, which include photographing, researching, rehousing and computerizing artifacts in Past Perfect Museum software.
- Plan and develop a display for the public, based on their collections inventory project. This display is not intended to be a deep examination of the intricacies of the chosen collection, but an opportunity to showcase a grouping of artifacts and discuss as a whole.
- They will work as a historic interpreter during our educational programming for elementary students. The intern will undergo interpreter training and shadow the Curator and Education Coordinator before their first presentation.
- Assist in all areas of event set up and operation, present on site during required weekend events.

The intern will have a modest budget to complete the display project, and will be responsible for completing the project prior to the end of their internship. The intern will be required to submit a written proposal before beginning their project, and a summary report at the end of the 12 weeks.

**Description of Intern Benefit:**

This varied internship is intended to give an intern practical experience in the operations of a historic village and recreation area. Through this position the intern will gain skills in Past Perfect museum software, artifact handling, digital photography, basic exhibit design, signage, public interface, historic interpretation and education, special events, etc.

Although the core of this internship is in collections and exhibits, the nature of Charlton Park will give the intern exposure in many areas of not only museum work, but also recreation and administration. Being a fulltime employee with an apartment on site, the intern will be able to observe and be involved with many aspects of Charlton Park. They 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 collections and exhibits management and a better understanding of their strengths and how they 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 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 12+ 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.