



Location: Historic Charlton Park, Hastings, MI

Title: Charlton Park Foundation Intern

Duration: Full-time (approximately 35-40 hours/week), 12-16 weeks, beginning in April or May.

Benefits: \$14/hour (potential earnings up to ~\$9,000 pre-tax for 16 weeks).

Housing: On-site housing available, if needed.

Deadline: February 20, 2026

Equal Opportunity: Historic Charlton Park is an equal opportunity employer. Applicants must consent to a State of Michigan criminal background check.

Position Overview:

The Charlton Park Foundation Intern will gain broad, hands-on experience in museum collections, exhibit development, historic interpretation, education programming, and special events at a 300+ acre historic village and recreation area. This internship provides practical skills in a small-budget, multifaceted institution while immersing the intern in rural Michigan history preservation and public engagement.

Ideal for students and emerging professionals pursuing a career in Museum Studies, American History, Public History, Education, or related fields who seek real-world application and exposure to multiple areas of museum and historic site operations.

Primary Responsibilities:

- Participate in collections projects using CatalogIt Museum Software (which may include inventory, cataloging, digitization, photography, research, or rehousing objects)
- 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.
 - o Develop a written project proposal
 - o Manage a modest project budget
 - o Create signage and interpretive materials
 - o Submit a final summary report

- Work as a historic interpreter during our educational programming for elementary students. The intern will undergo interpreter training and shadow the Education Coordinator before their first presentation.
- Assist with setup, operation, and staffing of weekend special events and other on-site activities.

Key Learning Outcomes & Skills Gained:

- Artifact handling, digital photography, and basic exhibit design.
- Proficiency in CatalogIt Museum Software.
- Public speaking and historic interpretation for school groups.
- Special events coordination in an outdoor educational setting.
- Insight into operating a large historic site and recreation area on a limited budget, including volunteer management, education programming, and administration.

This varied role offers exposure beyond core collections/exhibits work, helping interns discover strengths and career fit in museum field.

Qualifications and Requirements:

- Currently pursuing a career in Museum Studies, American History, Public History, Education, or a closely related field.
- Strong interest in 19th/20th-century rural Michigan history and material culture.
- Willingness to work full-time, including some weekends during events.
- Ability to perform physical tasks (lifting, standing, outdoor work in variable weather).
- Excellent attention to detail, research skills, and ability to work independently and collaboratively.

How to Apply:

Email the following to foundationintern@charltonpark.org (preferred) or mail to:

Historic Charlton Park

Attn: Foundation Internship

2545 S. Charlton Park Rd.

Hastings, MI 49058

1. Cover letter detailing your interest in the position and relevant experience/background.
2. Current resume.

Note: There are two rounds of interviews, phone and on-site. Three (3) professional references will be requested if selected for on-site interview. Incomplete applications will not be considered.

About Historic Charlton Park:

Founded on land donated by Irving Delos Charlton in 1936, Historic Charlton Park preserves and interprets early rural Michigan life through a recreated late 19th/early 20th-century village, museum 35,000+ artifact collection, and extensive natural/recreation areas. Each year we welcome over 30,000 visitors, deliver educational programs to over 5,000 students, and host 8+ special events. Our mission: provide educational and recreational opportunities through the collection, preservation, and demonstration of Michigan's rural heritage. For more information, visit www.charltonpark.org.