



The Museum of Casa Grande *Casa Grande Valley Historical Society*

Do you want to learn about a career devoted to history, preservation, and education? To learn about how we preserve and promote history and heritage in the museum field? To be involved with an historical society and museum that values scholarship? To learn the skills and earn the experience to take you to your next professional position? You've come to the right place.

An internship at The Museum of Casa Grande provides you with

- hands-on experience in a variety of areas to help you build your future
- a specific and goal oriented role on the team
- experience working with professionals and community volunteers
- a purpose to your tasks: fulfilling the mission
- opportunity to work on and complete a project from planning to implementation
- experience and training to help prepare you for a future in museums and archives

Internships are available for graduate or undergraduate students. Internships are designed to meet specific projects of the museum, but we work with you to ensure that your areas of interest and academic needs are met.

About the Casa Grande Valley Historical Society and Museum Internship Program

The Museum of Casa Grande seeks to provide experiential learning opportunities for students and recent graduates of archives, museums studies, library science, public history, and related fields. The Museum offers hands-on, project based, paid and unpaid internships. Positions offer exposure to all aspects of professional museum work. Credit may be available through the university or other programs by arrangement.

Skills and interests for internship positions include archives processing, collections management, artifact cataloging, educational programming, exhibit development/preparation, art (exhibit creation and development), historic research, media management (digital file management, audio/visual editing, etc.), and other related interests. These skills and interests are meant to provide a guideline; other interests and skills will be considered. These positions are learning opportunities and do not require previous paid work experience. However, it is necessary to have completed basic coursework, training, or volunteer experience prior to beginning the internship.

About Casa Grande

Casa Grande is located in the heart of the Sun Corridor, near the intersection of I-10 and I-8 between Phoenix and Tucson, Arizona. The Casa Grande Valley offers numerous historic and recreational resources including the Casa Grande Ruins National Monument, Pinal County Historic Society, Ak-Chin Him Dak Museum, Picacho Peak and Casa Grande Mountain Park, among others. This is a rural city and no public transportation is available at this time, bike lanes are available in some parts of the city. A car is suggested for transportation.

Internship Opportunities

Archives – Technician Assists with processing, creating finding aids, and cataloguing materials.

Collections Technician Assist with collections accessioning, processing, cataloging and storage.

Exhibits Technician Assists with exhibit research, development, outreach, planning and installation.

Educational Programs Technician Assists with outreach, research, education, and public programs. Works with the director and volunteer staff to develop, plan, or implement educational programming for youth and adults.

Library Work in collaboration with librarian and archivist to organize, manage, and maintain a small research and reference library collection.

Special Projects Work with the director, administrator, volunteers and staff on special projects. Projects may include: experience with museum collections, exhibits, outreach, events, etc. Projects vary by semester and are largely dependent on budget, goals, and resources available.

Requirements

Coursework, training or interest in library science, archives, preservation, collections management, or other related subjects (volunteer, work, or project experience may be substituted for coursework). Course content may be from graduate program, undergraduate program, or a professional association such as ALA, SAA, AASLH, NPS, etc. Please contact the Museum with questions regarding coursework or other requirements.

Internship Application

A clear understanding of your background, volunteer and work experience, and interest areas will aid us in considering your application. TMOCG does not discriminate in making awards on the basis of age, race, color, religion, sex, national origin, or physical or mental disabilities.

Please complete and submit applications as a **pdf** via email to: director@cgvhs.org. Subject line should read: Last Name_Internship_Semester for which you are applying.

Example: Smith_Internship_Fall 2013.

Please Type or Print Clearly

Application date: _____

Title of Internship(s) applying for. Please list in order of preference.

General Information

Name: _____ University attending/graduated from: _____

Undergrad ___ or Grad ___ student Major: _____

Your address: _____

Your telephone number: _____ Best hours to reach you: _____

Email (please print numbers and letters **clearly**): _____

In case of emergency, name and relationship of person to notify: _____

Emergency Contact Telephone number: _____

Do you have any medical or physical condition that we should be aware of (i.e. allergies to foods, etc.) _____

Earliest date you are available to begin: _____ Last date available to work: _____

How did you find out about these internships? Please list specific web sites or physical posting locations. _____

Experience

In which of the following areas do you have volunteer, academic or work experience?

- ___ Administration (___ historical agency, ___ government agency; ___ other)
- ___ Anthropology (___ cultural anthropology, ___ ethnography; other, specify _____)
- ___ Architectural history (___ primary research, ___ courses; other, please specify _____)
- ___ Architecture (___ drafting, ___ landscape design, ___ measured drawing, ___ rendering)
- ___ Art (___ fine arts, ___ graphic design; ___ art history; other, please specify _____)
- ___ Audio-visual (___ film/videotape, ___ photography)
- ___ Building trades (___ carpentry, ___ masonry, ___ sheet metal, ___ painting)
- ___ Business administration (___ sales & service, ___ marketing, ___ inventory control)
- ___ Communication (___ public speaking, ___ conference planning, ___ radio/television)
- ___ Computers (___ databases, ___ Internet/HTML; other, please specify software _____)
- ___ Conservation (___ ceramics, ___ furniture, ___ painting, ___ paper, ___ textiles)
- ___ Curatorial (___ cataloguing, ___ registration, ___ exhibit design)
- ___ Education (___ teaching, ___ curriculum development, ___ adult program)
- ___ Interpretation (___ exhibits, ___ public speaking, ___ special visitor services)
- ___ Journalism (___ design, ___ editing, ___ publication production, ___ writing)
- ___ Landscape architecture (___ design, ___ restoration; other, please specify: _____)
- ___ Library Science (___ archival experience, ___ cataloguing, ___ classification)
- ___ Oral History (___ interviewing, ___ transcribing)
- ___ Planning & public policy (___ survey/inventory, ___ land use/zoning, ___ public commission)
- ___ Other related work of any kind: _____

List in your work experience, beginning with the most recent paid or volunteer work.

1. Dates: _____ Employer's name: _____

Address: _____

Your Title: _____ Supervisor's name: _____

Telephone number: _____ Email: _____

Job description: _____

2. Dates: _____ Employer's name: _____
Address: _____
Your Title: _____ Supervisor's name: _____
Telephone number: _____ Email: _____
Job description: _____

3. Dates: _____ Employer's name: _____
Address: _____
Your Title: _____ Supervisor's name: _____
Telephone number: _____ Email: _____
Job description: _____

Education

Undergraduate College or University: _____
Graduation Date _____ Major areas of study: _____
Graduate College or University: _____
Graduation Date: _____ Major areas of study: _____

Please enclose an *official or unofficial* transcript of your undergraduate/graduate course work with your application. Indicate the name and telephone number of your advisor, or a faculty member who is familiar with your work and who is willing to act as a reference.

Name: _____ Tel: _____ Email: _____

In the space remaining, tell us why you are applying for an internship and how this experience will further your studies and career goals. We really want to know about *you and your interests* (250-500 words or so). Attach a second sheet if more space is required.

I authorize the investigation of all statements on this application and I understand that any misrepresentation or omission of facts called for is sufficient grounds for dismissal. Date: _____ Signature: _____
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**The museum is open to discussing earlier or later start dates based on student availability and the programs areas to which you are applying.*