



Summer Museum and/or Archives Intern

Part-time intern position for May-August 2022

(12 weeks minimum, flexible start dates)

25+ hours per week, weekend availability. \$3000 stipend

Job Summary: Heritage Hall Museum & Archives (HHM&A) of Freeman, SD, is seeking a summer intern to assist with staffing. This would include greeting and interacting with guests, particularly weekend afternoons (1-4 Saturdays and Sundays). Additional responsibilities can be tailored individually based on experience, skills, and interests; see below.

About Us: The Heritage Hall Museum's collection is large and varied and it includes several historical buildings. The museum is open daily May-September, and weekdays October-April. In the summer, about 200 people visit each month, with numbers continuing to rise. The complex also houses a large archive that focuses on area history, particularly the Germans from Russia that settled southeastern South Dakota. As HHM&A has roots in a Mennonite institution, its collection of Mennonite and Hutterite books and documents is particularly impressive.

Duties & Responsibilities: In addition to weekend staffing, responsibilities could include.

- **Archives**

- Scan documents, photos, and negatives
- Assist with organization of documents and files
- Catalog books with *PastPerfect* software

- **Artifacts**

- Photograph artifacts
- Artifact restoration and cleaning
- Research historical context and application
- Narrative writing
- Catalog items using *PastPerfect* software

- **Exhibits**

- Collaborate on design of new and existing exhibits
- Research historical context
- Construction (based on board approval)
- Narrative and signage writing

- **Marketing and promotion**

- Social media marketing platforms
- Prepare news releases for newspapers, magazines, television, etc.
- Promotional photography and videography

- **Hospitality**

- Assist with tours
- Assist with the Mercantile (museum gift shop)

Skills & Qualifications:

- Undergraduate or graduate student interested in pursuing a related area.
- Soft skills – welcoming, friendly, conscientious, detail-oriented, collaborative, problem-solver, self-starter
- Technical skills - written, verbal, and basic researching skills
- Ability to work a schedule of 25+ hours a week that includes Saturday and Sunday afternoon from 1-4pm and holidays. Weekday hours are flexible.

Contact:

If you are interested in this position, please contact Marnette Hofer at info@heritagehallmuseum.com.

Include your resume, cover letter, and 3 references with phone/email contact info. Applications are due by March 1.