



OLD STATE HOUSE

MUSEUM

A museum of the Department of Arkansas Heritage

EDUCATION INTERNSHIP

- I. **General Overview:** All applicants must submit a current resume and a cover letter describing their interest and abilities as they pertain to the specific internship they are applying for.
- II. **Scope of Work:**
 - a. **Classroom Lessons and Materials Development:** The Old State House Museum seeks an education department intern to develop and update Arkansas history related lesson plans and learning materials, used by professional educators in classrooms. Required skills include research, writing, organization, and purchasing. Knowledge of teaching methods, curriculum, and Arkansas history preferred.
 - b. **Program Development:** The Old State House Museum seeks an individual to develop educational programs to be presented by museum staff. The applicant must conduct independent research; document work; and create program scripts, PowerPoint presentations, handouts, and learning activities. Knowledge of historical interpretation or education preferred.
 - c. **Researcher:**

The Old State House Museum seeks an individual to conduct research at local archives and libraries. This intern must be able to work independently both on site and remotely. Knowledge of research projects involving primary sources is mandatory. Applicant must have reliable transportation.
- III. **Required Qualifications:** See information in scope of work section.
- IV. **Working Hours:**
 - a. The deadline to apply for spring internships is December 4; summer is April 15; fall is July 15.
 - b. **Internship hours will be based on the supervisor and the student's schedule. The museum is open 9-5 Monday through Saturday and 1-5 on Sunday. Internship hours may closely follow museum hours and could include evening or weekend time.**
- V. **Location of Work:** Old State House Museum
- VI. **Intern Supervision:** Georganne Sisco, Education Director: georganne.sisco@arkansas.gov

VII. Intern Evaluation: We use the student's forms (from their school) for this process.

VIII. Application Process: Please include the following materials with your completed DAH application:

- A current resume.
- A one-page cover letter.
- A writing sample or sample of a research project.
- Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your DAH application and related materials to:

Debbie Biggs, DAH Personnel Manager

debbie.biggs@arkansas.gov