

HIGH DESERT MUSEUM

Museum Internship Opportunities

MISSION

Through exhibits, wildlife, and living history, the High Desert Museum creates learning experiences to help audiences discover their connection to the past, their role in the present, and their responsibility to the future.

The High Desert Museum is one of the few institutions in the United States that presents a multidisciplinary approach toward the goal of understanding the complex history and issues of the American Intermountain West. The Museum represents a fifth of the continental United States spanning portions of eight states—a diverse landscape of timberland, deserts, rivers, and high plateaus. To fulfill its mission the Museum features exhibits highlighting its living and cultural artifact collections and diverse educational programs. The Museum offers a wide variety of internship opportunities to students seeking real-time work experiences in museum exhibitry, educational programming, collections care and management, zoological care, as well as all aspects of general museum management and administration. Currently, there is no monetary compensation for internships at the High Desert Museum.

QUALIFICATIONS

Interns will be selected according to experience, aptitude, academic background, availability, and the ability of the Museum to match the applicant with current institutional needs and a qualified internship supervisor.

EDUCATIONAL OBJECTIVES

Internships at the High Desert Museum are based on educational objectives designated by the intern candidate, faculty advisor, and the Museum's internship supervisor, a manager or executive staff member who serves as the student's mentor. Educational objectives should be clearly articulated in a project description that extends interns the benefit of work experience while supporting a directive within the Museum's annual action plans. The educational objectives will form the criteria for evaluation and will describe the project itself, its scope and responsibilities, duration, arrangement for academic credit if applicable, and final evaluation procedure.

HIGH DESERT MUSEUM

ACADEMIC CREDITS

All students seeking internships at the High Desert Museum for academic credit must be registered at their enrolled institution. Although the Museum will provide formal written evaluations for interns, only the academic institution can issue a grade.

Interns must ensure that all internship requirements at their prospective schools are properly followed to receive academic credit.

TIME COMMITMENT

Internships are most beneficial when students are immersed in the daily work routines of the Museum. Interns are expected to commit to work at the Museum between 20 to 40 hours weekly for the length of a semester or quarter.

EVALUATION

Each intern will receive a final evaluation by their internship supervisor on a form provided by the Museum. Interns are expected to provide the Museum with any other evaluation forms or procedures required by their schools.

INTERNSHIP OPPORTUNITIES

Internship opportunities at the High Desert Museum may be available in a number of departments throughout the institution depending on pending projects or current institutional needs. Internships may be customized to suit the academic and professional interests of the student. Some projects may allow students to work in different departments.

Education: The Museum's education department offers internships in school, adult and family public program development and implementation, and program research.

Exhibits: The exhibits department offers students opportunities to assist in exhibit planning, installation, and research.

Artifact Collections:

Collections projects provide students experience in the general processing, preservation, and research associated with the Museum's ethnographic, art, and western history artifact collections.

K:\4. EVERY\Information\FORMS\Internships at the High Desert Museum.doc

HIGH DESERT MUSEUM

Zoological Care: One of the most unique aspects of the High Desert Museum is its living collections. Internships in the zoological department allow students the opportunity to learn the procedures of animal care, as well as the principles and ethics involved in animal exhibition.

Interpretation: Students choosing to intern in this area gain experience in the personal delivery of information to visitors through a variety of formal and informal presentations.

Library and Archives: Library interns will gain skills in the processing and cataloging of photo collections, manuscripts, periodicals, and books.

Development: Fundraising is a critical component of not-for-profit organizations. Interns could gain experience in membership development, grant and prospect research, writing, and other aspects of institutional development.

Communications and Public Relations: This program allows interns to gain experience in institutional marketing, photography, promotional writing, and special events, media relations, and other aspects of communications.

Volunteer Services: Volunteers are critical to the daily operation of the High Desert Museum. An intern in this program can gain valuable skills in volunteer administration, recruitment, and training.

Human Resources: Students seeking a career in human resources management are encouraged to apply for projects. Interns may be called upon to research state or federal regulations, employee safety and health, or benefits.

Sales: Internships are available for students seeking to learn the basics of inventory control, merchandising, customer service, and membership sales. Those students seeking a career in Museum Store or Visitor Services Management are encouraged to apply.

HIGH DESERT MUSEUM

APPLICATION PROCEDURES

Begin the application process early. It is best to apply at least two to three months before proposed start time.

Application Deadlines:

Summer: April 15

Fall: June 15

Spring: October 15

Application: Call (541) 382-4754 ext. 362 for application materials, or send a letter of request to:

Human Resources
High Desert Museum
59800 South Highway 97
Bend, OR 97702-7963

Interview: All applicants will be formally interviewed by an intern supervisor appropriate to the intern's prospective educational objectives.

Internship Contract: After consultation, the educational objectives of the internship must be agreed to and signed by the student, faculty sponsor, Museum internship supervisor, Museum human resources, and the appropriate Museum Vice President.

Criminal Background Check: In addition to the Internship Contract, all interns must complete and pass the Museum's standard Criminal Background Check prior to the start of the internship term.