



# Valley Forge National Historical Park Planning and Resource Management

## Position Description Museum Services - Internship

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**Job Title:** Museum Student Intern (non-paid)

**Job Description:**

Valley Forge National Historical Park maintains three unique historical collections related to America's War for Independence and the 1777-1778 winter encampment of the Continental Army at Valley Forge. Central to these collections is the George C. Neumann Collection of 18<sup>th</sup> century military weaponry and decorative arts. The park's extensive archeological collection and period manuscript papers completes the rich historical collections of the park. The museum internship at Valley Forge NHP is designed to provide college-level students the opportunity to gain valuable hands-on experience applied to a career in the *museum/applied history* profession. Museum interns will work closely with the park's museum staff. They will assist in the ongoing management and preservation of the park's historic collections. Toward receiving a well-rounded exposure to a career in *applied history*, interns will also have the opportunity to learn basic interpretive and visitor services skills as they apply to museum work by observing park interpretive staff. The internship will include assigned readings on the history of the Valley Forge encampment and selected articles on museum theory and practice. The internship will require professionalism, attention to details, good oral and written communication skills and cooperation with park staff. The intern will work toward the requirements of the pre-arranged internship to fulfill the mission of the National Park Service. Specific intern activities will vary depending on current park needs and projects, but will include the following duties and responsibilities.

**Duties/Responsibilities:**

**Collections Management.** Interns will learn the tasks associated with general collections management of museum collections. These tasks include artifact cataloguing and documentation, inventory control, outgoing/incoming loan management, preservation needs, collections storage, and computer database management. Interns will also be introduced to museum digital photography and website usage with museum collections.

**Object conservation.** Interns will be introduced to general museum collections conservation and preservation practices. Accomplished through selected readings and hands-on activities at the park.

**Public programs and outreach:** Interns will gain experience in the area of public outreach and visitor services through observation and assisting museum staff in museum vault tours, daily Gallery Talks, and other collection-related programs.

**Independent Project:** Interns will complete an independent research project in an area of interest to the student that is relevant to university requirements and park interest. The project will be determined by the intern with approval by museum staff and the intern's university advisor.

**Internship Log:** Intern will maintain work log as required by university.

**Benefits:**

- Internship course credit as established by student's university
- Possible cash stipend if available through the National Park Service
- NPS Volunteer/Intern polo shirt with logo
- 20% discount at park's Encampment Store

**Qualifications:****Museum Intern must:**

1. Be at least 18 yrs-of age.
2. Be reliable, punctual, resourceful, and detail-oriented.
3. Be enrolled in a college degree program majoring in history or museum studies. Maintain minimum GPA of 2.5
4. Be able to communicate accurate information with visitors, and other NPS staff including supervisor.
5. Be able to work alone or with other park staff, either paid or unpaid, with diverse backgrounds.
6. Must maintain a valid driver's license for transportation.
7. Applicants must pass a criminal background check which will require fingerprinting.
8. Preferred but not required experience with Microsoft Office software.

**Time Commitment:**

- Semester hours/time requirement of university program.

**How To Apply:**

- To apply for the academic internship through the museum services department of Valley Forge National Historical Park, please submit the following to the park's volunteer/internship coordinator, Ms. Ernestine White.
- Resume
- Cover letter indicating the experience you hope to gain through the internship
- Available information on your university's internship program and school advisor
- For additional information, contact the park's volunteer coordinator, Ernestine White, at 610.783.1065 or [Ernestine.White@nps.gov](mailto:Ernestine.White@nps.gov). For specific information on internship opportunities with the park's museum services division, contact Ms. Dona M. McDermott, Archivist at 610.783.1034, or [dona\\_mcdermott28November2012@nps.gov](mailto:dona_mcdermott28November2012@nps.gov).

**Intern Coordinator:**

Dona M. McDermott  
 Archivist  
 610.783.1034  
 Email: [dona\\_mcdermott@nps.gov](mailto:dona_mcdermott@nps.gov)

Park Volunteer/Intern Coordinator  
 Ernestine M. White  
 610.783.1029  
 Email: [Ernestine\\_white@nps.gov](mailto:Ernestine_white@nps.gov)

**Park Information**

Located approximately 20 miles northwest of Philadelphia, Valley Forge National Historical Park commemorates the 1777-1778 winter encampment of the Continental Army under the command of General George Washington. The park encompasses about 3,700 acres and receives about 1.2 million visitors annually. The park provides a variety of cultural and natural resource opportunities. For additional information please visit the park's website at [www.nps.gov/vafo](http://www.nps.gov/vafo).