



Curatorial Internship Program

German American Heritage Center & Museum

Description:

The German American Heritage Center & Museum offers curatorial internships to college students who enjoy history and are interested in learning more about the many facets of the museum environment.

Learning Objective:

This internship will offer an introduction to curatorial work in a small museum setting and will serve as an opportunity to develop skills in visitor services, research, writing, design, and museum best practices while gaining hands-on experience in the museum field.

Eligibility:

Internships are available to college students and recent graduates with the following backgrounds: History, Anthropology, Art History, German, Non-Profit Management, Design, Museum Studies, or a related field. Interns are selected by an application and review process, which may include an interview.

Commitment:

Internships are generally a semester long and are offered during Fall, Spring, and Summer semesters. Interns are expected to work 10-15 hours per week. A specific schedule will be determined by the student and their supervisor prior to the start of the internship.

Academic Credit:

Students may receive academic credit for their internship work. A student wishing to receive course credit for an internship must arrange that with their school. It is the responsibility of the student to notify the Museum at the beginning of an internship if there are any special requirements or documentation required to receive academic credit.

Application Requirements:

Those interested in applying for an internship at the German American Heritage Center & Museum must submit the following:

- Internship Application Form
- Resume
- Cover Letter
- 2 Letters of Recommendation (optional)

Applications for internship at the German American Heritage Center & Museum can be made at any time, but must be submitted by the following deadlines:

- Fall Semester Internships (Sept-Dec) - August 1st
- Spring Semester Internships (Jan-May) - December 6th
- Summer Semester Internships (Jun - Aug) - April 1st

Address

712 West 2nd St.
Davenport, IA
52802

Contact

563-322-8844
info@
gahc.org

Website

gahc.org

Staff

Brian Allen
Executive Director
brian@gahc.org

Clare Tobin
Assistant Director
clare@gahc.org

Aaron Baker
Education and DEAI
Coordinator
aaron@gahc.org

Mission

To preserve
and enrich for
present and
future
generations
knowledge of
the German
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experience and
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Intern Duties:

Through the course of the internship, interns will have varied responsibilities, tasks, and projects. We hope to provide interns with a well-rounded experience of museum work. As such, Curatorial Interns will be asked to contribute in all areas of museum operations. Intern duties and responsibilities include, but are not limited to:

- Completion of Special Exhibits Project(s), determined by the student and supervisor prior to the start of the internship
- Assist visitors and guests at the museum's front desk
- Assist staff with administrative tasks as needed
- Assist with data collection, entry, and evaluation
- Attend specific programs and special events
- Shadow staff at Board, staff, or related meetings
- Learn and assist in exhibit research, writing, design, and installation
- Explore strategies to further engage visitors in exhibits
- Learn and practice object selection and label writing
- Submit written reflections/evaluations on the internship experience periodically throughout the duration of the internship
- Complete an exit interview following the conclusion of the internship

Previous Curatorial Intern

Projects:

- Gold Coast Glass: Works From the German Home
- Better than Sliced Bread: German Scientists & Inventors
- An Austrian Overture: Classical Composers
- Kaiserslautern: Davenport's German Sister City
- Twas the Night Before Weihnachten: A German Christmas Story
- Sound Mind Sound Body: Turnverein Traditions
- Butchers, Bankers, and Brewers: German Business in Davenport
- A Look in the Toy Chest: Toys through Time
- Houdini: The Magic & Mystery
- The Culture they Carried: Women Immigrants of Iowa
- Behind the White Beard: The Untold Story of Santa
- Grimm's Brothers Exhibit
- Castles of Germany Exhibit
- 100 Years of the Quad City Symphony Orchestra
- Germans in the Old West
- Berlin: Divided Past, United Future
- And many more!





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Curatorial Internship Application

German American Heritage Center & Museum

Personal Data:

Name: _____ Preferred Pronouns: _____

Phone: _____ Email: _____

Address: _____

Internship Details:

Semester Applying For: ____ Fall ____ Spring ____ Summer

Academic Level: ____ Undergraduate ____ Graduate ____ Other

Academic Department: _____

College/University: _____

List Relevant Coursework:

Hours Needed/Preferred: _____ Weekly/Total (circle)

Availability (please circle or highlight all availability):

| Sunday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|-----------|----------|---------|----------|
| 12-1pm | 10-11am | 10-11am | 10-11am | 10-11am | 10-11am |
| 1-2pm | 11-12pm | 11-12pm | 11-12pm | 11-12pm | 11-12pm |
| 2-3pm | 12-1pm | 12-1pm | 12-1pm | 12-1pm | 12-1pm |
| 3-4pm | 1-2pm | 1-2pm | 1-2pm | 1-2pm | 1-2pm |
| | 2-3pm | 2-3pm | 2-3pm | 2-3pm | 2-3pm |
| | 3-4pm | 3-4pm | 3-4pm | 3-4pm | 3-4pm |

Academic Requirements:

Taking for Academic Credit: ____ Yes ____ No

If you checked "Yes," please fill out the below section. If you marked "No," you do not need to fill out this section

Academic Advisor: _____

Email: _____ Phone: _____

How did you hear of this internship? _____

Please submit all application materials to Clare Tobin by the appropriate deadline via email to clare@gahc.org or by mail to 712 W 2nd St. Davenport, IA 52802