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
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!
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):

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-1pm</td>
<td>10-11am</td>
<td>10-11am</td>
<td>10-11am</td>
<td>10-11am</td>
<td>10-11am</td>
<td>10-11am</td>
</tr>
<tr>
<td>1-2pm</td>
<td>11-12pm</td>
<td>11-12pm</td>
<td>11-12pm</td>
<td>11-12pm</td>
<td>11-12pm</td>
<td>11-12pm</td>
</tr>
<tr>
<td>2-3pm</td>
<td>12-1pm</td>
<td>12-1pm</td>
<td>12-1pm</td>
<td>12-1pm</td>
<td>12-1pm</td>
<td>12-1pm</td>
</tr>
<tr>
<td>3-4pm</td>
<td>1-2pm</td>
<td>1-2pm</td>
<td>1-2pm</td>
<td>1-2pm</td>
<td>1-2pm</td>
<td>1-2pm</td>
</tr>
<tr>
<td></td>
<td>2-3pm</td>
<td>2-3pm</td>
<td>2-3pm</td>
<td>2-3pm</td>
<td>2-3pm</td>
<td>2-3pm</td>
</tr>
<tr>
<td></td>
<td>3-4pm</td>
<td>3-4pm</td>
<td>3-4pm</td>
<td>3-4pm</td>
<td>3-4pm</td>
<td>3-4pm</td>
</tr>
</tbody>
</table>

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.