**Connecticut State Historic Preservation Office Internship Program**

**Summer & Fall Semesters**

**Henry Whitfield State Museum – Guilford, CT**

The Connecticut State Historic Preservation Office (SHPO) is responsible for overseeing the governmental program of historic preservation for Connecticut’s citizens. In addition to funding and regulatory functions, the office operates four State Museums. SHPO seeks interns to assist with museum operations at the Henry Whitfield State Museum in Guilford. Internships will consist of operational duties as well as special projects.

**Internship Position:** Museum Operations

**Duration:** Summer – (May to August) **Application Deadline: March 29**

 Fall – (September to December) **Application Deadline: June 15**

**Duties:**

• Assist visitors while they experience the museum.

• Assist museum staff at the front desk, checking visitors in, and monitoring phone/email communication.

• Research historic content to further advance the museum interpretation and social media platforms.

• Complete a special project related to the enhancement of the museum. Projects may be focused on the following areas: education, visitor experience, marketing, exhibit design, collections, or research.

**Skills and Qualifications:**

• Be at least a college sophomore enrolled in a degree or certificate program for public history, museum studies, education, marketing, archaeology, or preservation.

• Be able to work 10-15 hours a week, including weekends.

• Have prior customer service experience.

• Be resourceful and willing to self‐start on projects.

• Have impeccable writing and research skills.

• Be internet and Microsoft Office savvy

• Have the ability to climb stairs and maneuver uneven terrain.

Please email Michelle Parrish at michelle.parrish@ct.gov to receive an application.