**Connecticut State Historic Preservation Office Internship Program**

**Winter Semester**

**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:** Winter – (January to April) **Application Deadline: October 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.

• 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.

+ - The museum is open by appointment only on weekdays in the winter so visitation is less than May to December.

Please email Michelle Parrish at [michelle.parrish@ct.gov](mailto:michelle.parrish@ct.gov) to receive an application.