**Kanabec County Historical Society / Kanabec History Center**

Apply for an UNPAID INTERNSHIP

As an Intern at KHC, you might be assigned to various projects dealing with our historical records and collection and/or helping out in the office. Projects can include research requests, care and upkeep of accessions, managing and updating our records, revising existing displays, and designing new exhibits in the museum. Office work can include filing, bookkeeping, social media management, event planning, grant writing, and customer service. Our internships are outfitted for each individual intern, so your specific interests, abilities, and goals will be what shape your experience!

Working in the KHC office and museum through an Internship means both routine procedures and creative, innovative new ideas will be your bread and butter!

While interning at KHC, you'll get to work on projects and cover tasks that will enhance skills you already have and develop skills in many (or all!) of the following: Technology including: typing, Microsoft Office, and IT services; Customer Service; Filing Abilities and Competency; Care of Historical Artifacts; Knowledge of the craft and upkeep of museum displays and exhibits; Research Comprehension; Social Media Management; Event Planning Knowledge and Abilities; Advertising and Marketing; Moderate Custodial Work; and Grant Writing.

**Requirements:**

The following are our general requirements and preferences for Interns (note that you do **not** need to have prior experience or special skills in *all* of these areas to intern at KHC):

- Skills with technology, including: typing, proficiency in Microsoft Office, and IT services

- Ability to answer phones, make phone calls, and handle in-person inquiries (about KHC services and needs) from/to customers, businesses, and other associates of KHC

- Filing Abilities and Competency

- Research Comprehension

- Social Media Management

- Moderate Custodial Capabilities

- Customer Service

- Management of museum exhibits and historical artifacts

- Care of Historical Artifacts

**Personal and Contact Information:**

KHC has no preferences and does **not** discriminate or favor applicants based on personal information.

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| --- | --- | --- | --- |
| Name & Pronouns: |  | Mailing Address: |  |
| Phone Number: |  | Email: |  |

Do you have any physical, mental, or emotional disabilities, impairments, or conditions that restrict certain abilities or require certain accommodations? If yes, please tell us the restrictions you have and/or accommodations you require to do your best work.

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| * Yes | * No |

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**Experience:**

Do you have experience and/or education in history; anthropology; other forms of historical research and/or the handling, identifying, repairing, and care of historical artifacts or buildings; managing historical collections; non-profit legalities or finances? If yes, please describe your experience. None of the above experience is required to apply for an internship!

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| * Yes | * No |

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**Experience Continued…**

Please rate how comfortable you are with providing customer service. (Circle one number.) This is to help Staff get an idea of what your internship will look like so you can do your best work. KHC will not discriminate or favor applicants based on ability to provide customer service, so please be honest.

1 2 3 4 5

Very Uncomfortable Impartial Very Comfortable

**Education:**

Please describe the current highest level of your educational experience.

*\* If you are in the process of completing a degree or program, you can indicate so in the next question.*

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If you are currently enrolled in a high school or college/university, a certification/licensing program, or taking other formal educational classes—please list the establishment or specific educator you are enrolled with. You may, but are not required to, describe how much of the program you have completed, if applicable. If no, please write "no".

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**Length of Internship:**

KHC typically offers internships in three segment sizes, each at 10-12 hours per week. Please indicate how long you are looking to intern. If you are seeking a different length of internship, please indicate so in Other.

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| --- | --- |
| * + Three months | * + Six months |
| * + A high school or university school semester | * + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Internship hours are filled during Kanabec History Center's regular operating hours: 10:00am - 4:00pm, Wednesday – Friday, and 9:00am – 4:00pm on Saturdays. Internships at KHC are unpaid, volunteer work. The length and hours of an Internship at KHC are negotiable. If you cannot work within our designated operating hours but wish to do remote work, or your schedule does not fit within the length of the above segments, or you can only work for less than ten hours per week, you can coordinate with KHC staff to design an Internship that works for you!

**Final Questions:**

Lastly, what makes you want to intern at the Kanabec History Center?

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Thank you for applying for an UNPAID INTERNSHIP at the Kanabec History Center!

We look forward to reviewing your application!