

# SELENIA ROLFE TOWLE TEAGUE INTERNSHIP

## ELLWOOD HOUSE MUSEUM

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### **Position Overview**

The Ellwood House Museum seeks an education intern for this year's Selenia Rolfe Towle Teague Internship. The main purpose of this internship will be to assist with the educational programming at the museum. The intern will learn the public tour programs and deliver those tours to a diverse audience. The intern will also assist with other educational programming including Ellwood Explorers youth education events, the Local Lore adult lecture series, and the volunteer training program. As a secondary project, the intern will create a single, independent program. This project could be a new field trip program, the implementation of a new tour, or anything else the intern and museum staff deem appropriate. Academic credit is available.

### **About the Ellwood House Museum**

The Ellwood House Museum is an 1879 mansion surrounded by ten acres in DeKalb, Illinois. Ellwood House was the home of barbed wire entrepreneur Isaac Ellwood. The site speaks to the profound impact of the barbed wire industry, and the changing trends of three generations. The museum site is located several blocks from the eastern edge of Northern Illinois University. For more information about the museum, its programs, and location, visit [www.ellwoodhouse.org](http://www.ellwoodhouse.org).

### **Position Responsibilities**

- Learn and deliver public tours of the Ellwood Mansion and Ellwood-Nehring House
- Assist museum staff with Ellwood Explorers youth education events
- Assist with setup and execution of Local Lore, the adult lecture series
- Assist staff in the execution of training for volunteer docents
- Support daily museum operations, including greeting and interacting with museum visitors
- Develop an independent program

### **Qualifications**

- Excellent written and verbal communication skills
- Ability to work independently and as a part of a team
- Basic computer skills
- Ability to give guided tours
- Interest in museums, preservation, and historical research

### **Working Schedule**

This position requires approximately 10 hours per week, including one Saturday or Sunday per week for a minimum of 120 hours. Participation in the Annual Ice Cream Social on August 6 is mandatory. Internship takes place May – August. In certain cases, the internship could be extended into a second internship in the fall semester.

*The Selenia Rolfe Towle Teague Internship includes a \$500.00 stipend. Housing may be available.*

### **Worksite Requirements**

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* In the work environment described below, the position requires working at desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 30 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

*Work Environment:* The majority of work will be performed in a multi-level work area over ten acres of property. Museum buildings are not accessible to the mobility impaired.

### **Training & Orientation Provided**

Under the supervision of the Curator of Education and Interpretation, the intern will learn the history of the site and the steps needed to effectively conduct one-hour guided tours. Training and direction on other assigned tasks will be provided by staff throughout the duration of the internship.

### **Expected Learning Outcomes**

- Intern will be able to effectively communicate with the public both formally and informally through speaking, writing, and listening
- Intern will learn to work on a professional team with board members, staff, and volunteers and learn to develop programs for the greater community
- Intern will learn how to independently create and produce a program from start to finish

## **Application Deadline: April 15, 2017**

**How to Apply:** Interested applicants should email a cover letter, résumé, and the names and contact information of three references to [trunzel@ellwoodhouse.org](mailto:trunzel@ellwoodhouse.org). Background check required.

### **Supervisor**

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