

SELENIA ROLFE TOWLE TEAGUE INTERNSHIP

ELLWOOD HOUSE MUSEUM

Position Overview

The Ellwood House Museum seeks an education intern for the Selenia Rolfe Towle Teague Internship. The main purpose of the 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 Ellwood Explorers youth education events, the Brown Bag Lunch/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 educational event, the implementation of a new tour, or anything else the intern and museum staff deem appropriate.

About the Ellwood House Museum

The Ellwood House Museum campus features a palatial 1879 mansion, six additional historic buildings, ten acres of scenic grounds, four gardens, and 6,000 square feet of exhibit space in the Patience Ellwood Towle Visitor Center. Originally the home of barbed wire entrepreneur Isaac Ellwood, the site speaks to the profound impact of the barbed wire industry in America, and reflects the tastes of multiple generations of the Ellwood family who guided the evolution of the grounds and structures. The museum, located off the eastern edge of Northern Illinois University in DeKalb, Illinois, hosts approximately 11,000 visitors annually through guided tours, programs, and events.

Position Responsibilities

- Learn and deliver public tours of the Ellwood Mansion and neighboring Ellwood-Nehring House
- Assist museum staff with Ellwood Explorers youth education events
- Assist with setup and execution of the Brown Bag Lunch/Local Lore 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 deliver 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. Internship takes place May through August. In certain cases, the internship could be extended into a second internship in the fall.

The Selenia Rolfe Towle Teague Internship includes a \$500.00 stipend.

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 a 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 direction of the Curator of Education & 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 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

How to Apply: Interested applicants should email a cover letter, résumé, and the names and contact information of three references to info@ellwoodhouse.org. Background check required.



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