



Berrien County Historical Association

313 N. Cass Street, PO Box 261
Berrien Springs, MI 49103

(P) 269-471-1202 (E) info@berrienhistory.org
(W) www.berrienhistory.org

So You Want to Be an Intern

The Berrien County Historical Association invites college students to take their classroom learning to the next level with real world experience. Interns who join the BCHA have a chance to work in several key areas of museum operations and be part of a tremendous growth period in the organization. While we are a historical museum, our internship opportunities aren't just limited to history students! Sciences, arts, humanities, business – no matter your major, we can find a place for you in our organization.

What Can I Do?

Area of Interest	Possible Projects
Programs	<ul style="list-style-type: none"> Create a legal history lecture series Create a school field trip program Create a subject specific program Work large scale projects and events Create an interactive experience for Youth Fair booth
Exhibits	<ul style="list-style-type: none"> Research and write exhibit interpretive text Install exhibits (permanent or temporary) Coordinate community curated exhibits Work with community partners to create exhibits
Collections & Archives	<ul style="list-style-type: none"> Process existing collection pieces and properly storing them Working with curator and director to organize spaces Develop a BCHA corporate archive and collection Serve as a researcher for research requests
Operations	<ul style="list-style-type: none"> Assist with the creation of a development program Create memorable experiences for museum members Create new brochures, media, and other items
	And more!

This list is NOT comprehensive and future interns should be aware that as part of the BCHA staff, you may work on projects or events not necessarily connected to the project listed in your internship form. Our goal is to give all students a chance to experience the realities of working in a museum and sometimes those include stepping in on other projects as needed.

Interns are always welcomed to bring new project ideas to the table and may suggest said project on their Internship Application!

Where do I sign up!?

Potential interns will need to complete the following checklist before they can get started!

- Read The Important Stuff section below to determine if this internship is the right fit for you.
- Meet with your advisor about your school's internship requirements and if this internship will fit those needs
 - If you do not have an advisor, please contact your department
- Once you've determined that yes, this is the best fit for you, contact the BCHA to receive the Internship Application
- Fill out the Internship Application and return to the BCHA by the given deadline
- Submit the application to the BCHA and send a copy to your advisor
- Once accepted, meet with your advisor and BCHA director to determine specifics of the internship and to sign the contract
- Begin your internship

The Important Stuff

All interns are asked to commit to a regular schedule of a minimum of 5 hours per week for three months (approximately 45 hours). Internships may last longer if the student, the BCHA, and their school agrees to set a broader timeline. Accommodations for students will occur as needed and we will work with the student and their school to ensure we can provide as many students a safe and supportive work environment.

Interns will be held to the same standards as paid staff during their time with the BCHA. This includes being part of staff meetings, meeting discussed deadlines, and remaining flexible to meet the needs of projects as they change. All interns will sign a contract that lays out expectations and terms during their tenure and the BCHA reserves the right not to sign off on any internship that goes uncompleted.

You are subjected to the requirements of your specific department and the BCHA will work with you and your advisor to ensure you meet them.

To learn more about becoming an intern with the Berrien County Historical Association, contact our executive director Rhiannon Cizon at rcizon@berrienhistory.org or 269-471-1202.