Pipestone County Historical Society invites applications for the position of:

**Museum Intern**

**OPENING DATE:** 2/26/2024  
**CLOSING DATE:** 3/29/2024  
**SALARY:** $12.00 per hour

*(All applications must be submitted by 5:00 p.m. on the date the position closes.)*

**GENERAL INFORMATION:** The Pipestone County Historical Society is a private, nonprofit organization that operates the Pipestone County Museum, located in the former Pipestone City Hall building at 113 S. Hiawatha Ave. in Pipestone, Minnesota. The organization preserves and maintains the Museum archive and collection, five historic properties in the City of Pipestone, and provides educational outreach throughout the county to people of all ages. The mission of the Pipestone County Historical Society is to foster an awareness of Pipestone County’s history and its connection with the history of Minnesota, the region and the nation, reflecting the belief that the study of the past can enrich people’s perspectives on the present and provide them guidance for the future.

This summer internship position is anticipated to begin in late May 2024 and end in mid-August 2024. Application review will begin on Tuesday, April 2, 2024.

**EXAMPLES OF DUTIES INCLUDE:** The goal of this internship is to introduce the successful applicant to the various types of responsibilities in the Museum field. As such, responsibilities will include working with the Museum Educator to plan and implement a variety of educational opportunities for various age groups and be able to research and source the information they prepare for public education. The position will also include working with the Museum’s Collection and Exhibits Manager on the many aspects of this role, which will vary from cataloging items into the Museum’s software system to the care and display of artifacts.

**EXPECTATIONS:** The successful candidate will work 28 hours per week for a total of 12 weeks. Some evening and/or weekend hours may be required. The successful applicant will have excellent customer service skills with individuals of all ages, be able to work independently on projects as assigned while seeking guidance as needed and be able to pass a background check. The successful candidate will need to be able to stand for long periods of time, walk on uneven ground, climb stairs, and be able to lift up to 25 lbs. The successful candidate will possess computer skills with an emphasis on the ability to use Microsoft Word, Publisher, Excel, and Power Point and a willingness to learn the Museum’s Past Perfect computer software system. Candidates should possess a valid driver’s license and have access to a personal vehicle.

**TO APPLY:** Please send a cover letter and resume with a minimum of three references to the Pipestone County Museum at the above address or email them to pipctymu@iw.net. Please use Internship Application in the subject line.