

**Heritage Hill State Historical Park
SPECIAL EVENT RESEARCH INTERN**

Job Title:	Special Event Research Intern
Department/Location:	Education
Reports to:	Director of Education
Employment Status:	Volunteer Intern
Revision Date:	December 2018

JOB SUMMARY

As a team member of Heritage Hill State Park, you will help build a positive working environment as well as inspire, transform and build our community through exceptional cultural and historic experiences. Under the general supervision of the Park's Director of Education, the Special Event Research Intern provides principle support and assures seamless functioning of Heritage Hill.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position, and are not all-inclusive.

Purpose: The Special Event Research Intern(s) will do historical research relevant to upcoming historical-based events at Heritage Hill. Relevant Special Events taking place in 2019 include the Civil War Reenactment, 4th of July, Women's History Celebration, and Spirit of Christmas Past.

Key Responsibilities:

- Conduct research relevant to the special events listed above in accordance with Park needs.
- Write interpretation plans and historical essays with relevant information for use during special events.

Individual must

- Be a self-starter and able to work without supervision.
- Be able to take initiative in problem solving in a fast-paced work environment.
- Be highly organized with great attention to detail.
- Meet deadlines while retaining flexibility.
- Be a cooperative team member.
- Possess strong written and verbal communication skills.
- Be willing to perform duties as assigned.
- Communicate effectively with adults and children.
- Feel comfortable wearing period clothing.

The Length of Appointment: Semester-long or year-long in accordance with school internship policies.

Time Commitment: In accordance with intern's school schedule and school internship policies; minimum of 10 hours per week up to 40 hours per week.

Qualifications: High school degree or equivalent required. Must be pursuing a degree in history, education, museum studies, or other related field.

Age Requirement: None

Dress Code: Business casual

To Apply: Fill out the Heritage Hill Job Application, and submit a cover letter, resume, and short writing sample. Applications can either be emailed to erin@heritagehillgb.org or mailed to 2640 S. Webster Ave. Green Bay, WI 54301.

*Heritage Hill State Historical Park
Heritage Hill State Historical Park is an equal opportunity employer.*