



Pella Historical Society & Museums

507 Franklin Street | Pella, IA

www.pellahistorical.org

Archives/Collections Internship

Pella Historical offers meaningful work that will give you real “working life” experiences. Not only does interning at a non-profit give you great (resume-boosting) experience; it also shows future employers a dedication to community.

Description

January 2019-May 2019; 5-10 hours per week

- Complete basic readings on museum and archives work.
- Learn basic history of Pella and its early settlers, and important sources of this information.
- Learn PastPerfect museum software, which is used by large and small museums to accession and catalog objects, books, photos, textiles, and other materials.
- Use PastPerfect to scan and catalog photos into the database.
- File obituaries, general historical information, and PHSM information.
- Assist with research questions that come into the archives.
- Learn how to properly store different types of archival and museum artifacts.
- Use PastPerfect to catalog other archives and museum collections. Take photos of items which will be imported into PastPerfect.
- Assist with research for exhibits.

Best Majors for Position

- History
- Anthropology
- Education



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Preservation Maintenance Internship

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Description

January 2019-May 2019; 10-20 hours per week

- Assist Building and Grounds Manager.
- Job will change daily depending on weather and project lists. Project examples: painting, raking, furniture moving, cleaning, organizing.
- Intern will learn how to care for historic sites as well as museum grounds with extensive gardens.
- Help with seed germination and garden planning.
- Intern must be able to lift 30-50 pounds.

Best Majors for Position

- Natural Science/Environmental Studies
- History/Anthropology
- Exercise Science/Athletic Training



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Event Planning/Coordinating Internship

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Description

January 2019-May 2019; 10-20 hours per week

- Work with Tulip Time Manager, assisting with bulk mailings, and Tulip Time brochure deliveries.
- Learn the business of running a ticket website and fulfilling order expectations.
- Intern will learn how to run and plan a large, non-profit community event.
- See behind-the-scenes of Tulip Time and learn firsthand what it takes to keep it a success, including attending a Tulip Time Steering Committee planning meeting.
- Great way to network with community members.

Best Majors for Position

- Marketing
- Event Planning
- Communications
- Not-for-profit Management



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Media/Marketing Internship

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Description

January 2019-May 2019; 5-8 hours per week

- Create original material and interact with users on social media platforms – Facebook, Instagram, and Twitter.
- Generate content for website and keep it up-to-date.
- Create print materials for PHSM events, including brochures, posters, and advertising.
- Learn about branding as it relates to PHSM.

Best Majors for Position

- Business Marketing
- Graphic Design
- Communications



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Exhibits Internship

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Description

January 2019-May 2019; 10-20 hours per week

- Research a particular historical topic using library, internet, archives, and various other sources.
- Write and design exhibit panels using Microsoft Publisher.
- Build exhibit with panels, chosen artifacts, and other available materials.
- Learn about museum display standards such as ADA compliance and best practices.

Best Majors for Position

- History/Anthropology
- Graphic Design
- Sociology