



Education/Program Internship

Position Title: Education & Program Intern

Description/Purpose of Assignment: The main purpose of the Education/Program Intern is to assist the Education & Programs Coordinator in the development, planning, and execution of educational programs and events at the History Center of Olmsted County.

List of Tasks:

- Research program topics
- Prepare program materials
- Create flyers and other advertising materials
- Coordinate volunteers
- Photograph events
- Assist with events including set up and take down

Desired Qualifications: Excellent interpersonal relationship skills with the ability to communicate clearly and effectively with volunteers and staff. Organized and able to work within a deadline. Experience conducting research and able to work independently. Skill with digital photography and editing, Microsoft suite knowledge, and email. Able to lift 50 lbs. Stand or sit for long periods of time.

Training: Ongoing training provided as necessary.

Time Commitment: Education/program interns can expect to serve an average of 4 hours per week, with more hours anticipated to be spent on the day of the event. Intern schedules are flexible to accommodate classes and work. Interns can serve on an event to event basis.

Our Vision

- To become a gathering place for the broader community that inspires and encourages the exploration of history, in order to understand the past, it's relevance to the present and enlighten the decisions of tomorrow.

Our Mission

- Give people of all ages and backgrounds access and opportunity to learn about the past through

History Center of Olmsted County

interpretive programs and exhibits, research, publications and events.

History and Overview

- Established in 1926, by its founder Burton Eaton, the History Center of Olmsted County collects, preserves and interprets the history of Olmsted County. This independent not-for-profit 501(c)(3) organization is governed by its membership through a Board of Directors.
- Today the History Center of Olmsted County actively serves Olmsted County and the SE Minnesota region by collecting, preserving and interpreting the history and heritage of the region and offering a varied presentation of educational and outreach programs, special events, museum exhibits, a research center and archives.
- The organization owns and operates five historic buildings and properties, of which two are listed on the National Registry of Historic Places. The organization's operations are managed by a professional staff in conjunction with more than 400 enthusiastic volunteers.
- The History Center of Olmsted County is also assisted in its mission by the support of an auxiliary organization, the Olmsted County Genealogy Society. The organization works closely in its mission through partnerships with the following organizations: Mechanical History Round Table, The Friends of Mayowood Residence and Historic Sites, The Civil War Round Table and the Daughters of the American Revolution

For more information, please contact:

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