



Hill-Stead  
MUSEUM

### **Hill-Stead Museum ♦ Internship Program**

The museum welcomes applications for Internships and invites Academic Advisors to encourage student interest. Interns choose a concentration and join one of the museum's departments: Curatorial, Education, Poetry Festival, Archives, Grounds, Marketing, Finance or Administration.

**Structure:** Internships are part time, volunteer positions with the potential for academic credit. Student interns enjoy benefits such as unlimited free admission to the Hill-Stead's house tours and selected programs. Work will be organized around specific functional areas, providing students with the opportunity to learn about the responsibilities and operations of specific museum departments. Upon request, an Internship may be structured to give the student more than one aspect of operations.

**Requirements:** Preferably, candidates will have computer and basic office skills, and will be enrolled as undergraduate or graduate college students. Museum assignments require the use of telephones, PC's, copiers and other office equipment.

**Goals:** Internships at the Hill-Stead Museum give undergraduate and graduate students experience in areas related to their fields of study and/or career plans.

### **Placement Opportunities**

**CURATORIAL:** Intern will assist the Curator with research on and documentation of Hill-Stead's collections including the decorative arts, works on paper, and historic buildings and grounds. Help develop lists, reports and entries for catalogue records, assist with care and organization of the collection and contribute to program planning and execution.

**EDUCATION:** Intern will help Education Coordinator develop and deliver programs that serve teachers, students, museum interpreters, and other target audiences, help develop, package, and circulate curriculum materials, participate in Interpreter training sessions and design hands-on activities.

**POETRY FESTIVAL:** Intern will support the administrative work of the Sunken Garden Poetry Festival and serve as coordinator of volunteers who are on duty. Responsibilities include data entry and other computer related tasks, filing, photocopying, bulk mailings, assisting with the set up and breakdown of events. Intern will work the day of the poetry reading in his/her capacity as volunteer coordinator.

**FINANCE:** Interns work with the controller on statistical reports, filing management, duplication of financial reports, vendor documents, mailings, and general administrative tasks. Financial assignments involve some overlap with other museum departments; e.g. Development and Museum Shop.

**MARKETING:** Interns work with Communication Coordinator to draft and desktop publish press releases, maintain mailing lists, make calls to media, process bulk mailings, get duplicates of photographs and slides, and place feature stories. This department promotes Hill-Stead's house, lectures, fine arts courses, activities, guided tour programs, and benefit events and more.

**GROUNDS/GARDEN:** Intern will work with Building and Grounds Contractor to maintain the 152-acre Hill-Stead property with special attention to trees, lawns, fields, stonewalls, the woodland gardens, and the Beatrix Farrand Sunken Garden. Assist with vendor and product research, setup for events, planting and maintaining perennial beds, and much more.

**ADMINISTRATION:** Intern will work with the Office Manager on a variety of essential communications and organizational tasks. Responsibilities will include, but are not limited to, answering telephones and directing calls, assisting visitors and staff, coordinate meetings and calendar entries, prepare correspondence for Director and Board of Governors. Assist Office Manager with preparation for Board, Executive Committee, Staff, and other internal meetings. Help to maintain files, order and track supplies, stationery items, paper. Assist with bulk mailings, pickup and distribute daily mail.

**ARCHIVES:** Intern will assist two part-time Archivists sort and organize letters, documents, photographs, and articles; transcribe and proofread typed diary entries, enter data into archives register, respond to outside queries about the Pope and Riddle families, Hill-Stead's collections and history. The Archives Intern will be shared with the museums' Curatorial Department.

**DEVELOPMENT:** Intern will assist Development staff in database management, membership outreach, event coordination, grant research and more.

Hill-Stead Museum, a National Historic Landmark, is conveniently located ten miles west of Hartford, Connecticut, accessible off Exit 39 of I-84. Learn more about the museum online: [www.hillstead.org](http://www.hillstead.org)

To apply for an internship, or for additional information, please call or fax:  
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