Chicago History Museum

Intern Project Description
Publications Intern

Supervisor: Director of Print and Multimedia Publications

Objective: To give students with an interest in museum publishing experience in all aspects of the publications process and with a variety of print and electronic publications, including *Chicago History* magazine, newsletters, promotional pieces, books, exhibition labels, web content, etc.

Responsibilities: Research for *Chicago History* and other publications; fact checking; photo research; proofreading; writing captions; and other duties as assigned.

Qualifications: Preferably an English, history, or American Studies major with strong writing, research, spelling, and verbal skills. Computer experience is important. Ability to work independently is also essential.

Final Product Expected at the End of the Internship: The intern will contribute to a variety of projects and publications; possible final products include an issue of Chicago History magazine, Calendar, exhibition labels.

Dates of Project: Fall, Winter, or Spring term 2012-13. Start and end dates of internship are flexible

Time commitment: 14 – 35 hours per week; hours must occur on weekdays, during typical business hours, when supervisory staff is present, for at least 10 weeks.

Application Deadline: We are currently accepting applications for this internship project.

How to Apply
A completed application consists of the following:

- a completed application form available online at http://www.chicagohistory.org/internshipform.pdf
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- names, titles, phone numbers, and e-mail addresses of two professional and/or academic references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are

encouraged from African American, Asian American, Latino, and Native American applicants.