



Ten Broeck Mansion • Erected 1798 • Albany, NY

Museum Intern with a Curatorial Focus

The Albany County Historical Association (ACHA) at Ten Broeck Mansion is seeking a 2018 Museum Intern for 120 hours beginning February, 2019. The intern will receive a stipend of \$500 at the end of the internship. The Albany County Historical Association was founded in 1945. It is a private, not-for-profit educational corporation headquartered at the historic Ten Broeck Mansion in the Arbor Hill neighborhood of the city of Albany, New York. The mission of the ACHA is to preserve, present, and promote the rich history and culture of Albany County.

ACHA is looking for a qualified Museum Intern to assist museum staff with the installation of an exhibit entitled "Prohibition in Albany," that opens in the spring of 2019. Tasks and projects for this internship will also include supporting staff in the day-to-day running of the museum.

Interested candidates will be enrolled full time in a graduate school program with a focus on or interest in curation, museum studies, museum education, museum leadership, history, or a relevant course of study. Excellent writing skills a must. A driver's license and access to a car a must. Museum experience or a strong interest in working in museums is a plus. Applicant must be available to work some weekends and evenings.

Under the direction of the education coordinator the following tasks will be performed:

- *Assisting museum staff with exhibit installation, including writing and editing labels, arranging displays, and retrieving printed items*

- *Supporting museum staff with a variety of day-to-day tasks, including office errands, social media updates, the setup and breakdown of museum programs, and assist with the compiling and mailing of the ACHA newsletter and other mailings.*
- *Leading group and individual tours as needed*
- *Attending relevant committee meetings and events*
- *Writing a two-page reflection upon the completion of the internship*

Internships with the Albany County Historical Association

ACHA is happy to work with university requirements and requests for academic credit. The intern will receive a stipend of \$500 at the end of the internship. Call 518-436-9826 with questions. A selection of applicants will be chosen for interviews, and an intern will be officially confirmed the following week.

ACHA is dedicated to education and we are constantly seeking to improve our organization and our community. We strive to provide an internship experience that affords the intern an understanding of the function and mission of the Albany County Historical Association, the Ten Broeck Mansion, museum exhibits, and historic sites. We aim to facilitate an internship that is both beneficial to the future of the intern and the future of the organization.

ACHA is seeking interns who see this internship as a learning opportunity that will familiarize the student with the functions of a non profit organization. We encourage our interns to attend board meetings, events, and collaborative meetings with Albany County Historical Societies, as a means of discovering museums and informal education in Albany County as a potential career path.

Please submit a resumé, cover letter, and two-page academic writing sample to karen@tenbroeckmansion.org