



Ten Broeck Mansion • Erected 1798 • Albany, NY

Spring Internship 2017: Education Intern

The Albany County Historical Association (ACHA) at Ten Broeck Mansion will be accepting a 2017 Education Intern beginning in February. The intern will receive a stipend of \$500 after completing 120 hours of work. 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.

We are looking for an intern who is interested in promoting our school program to the educational community and encouraging the attendance of Capital District students. Applicant will be expected to lead elementary school children in the museum program and participate in its evaluation. Interns with experience in topics such as History, Education, Museum Education, and Museum Studies are strongly encouraged to apply. However, this internship is not restricted to specific majors. Some weekend availability preferred.

Under the direction of the Education Coordinator, the following tasks will be performed:

- *Leading scheduled school programs at the museum*
- *Researching educational program evaluation methods and creating an evaluation form for visiting teachers*
- *Advertising the program to educators and recruiting school groups and home school networks to participate*
- *Creating a professional development program for educators to build relationships with teachers and promote our site*
- *Researching grants and funding opportunities to subsidize costs for schools to participate*

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- *Work with web designer to create an education page for our web site with program information and educational materials*
- *Become familiar with current thinking around how to create an attractive, intuitive, and user friendly page for a variety of visitors*
- *Attending a board meeting where an overview of the project, its success, evaluation results, and suggestions for the future will be presented*
- *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. Selected applicants will be invited for interviews, and an intern will be officially chosen in February.

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 provides the intern with 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 meeting and coming to understand museums and informal education in Albany County as a potential career path.

Please submit a résumé, cover letter, and a five plus page writing sample to:

karen@tenbroeckmansion.org

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