



January 23, 2024

To Whom It May Concern:

With the semester underway, and with your students planning ahead for possible spring term or summer internship opportunities, we ask that you consider suggesting the Seward House Museum in Auburn, NY. Many of our past interns have gone on to careers in public history and the museum field, often directly crediting their experiences at the SHM for helping them land their first jobs. At the Seward House, indeed, your students will work closely with Museum staff to develop and market their professional skills. Internship experiences here are hands-on, built around mentorship models of teaching, and can be tailored to suit their interests or program of study.

The Seward House Museum weaves together a compelling narrative of local, regional, national, and international scope as it interprets the story of William Seward and several generations of his family. From beginnings rooted in Auburn where the home was built in 1816, the museum traces the Seward family's deep imbrication in state and national politics, social movements, reform campaigns, and culture. In a prolific career that spanned nearly half a century, William Seward ultimately achieved his highest distinction as a leading member of the Abraham Lincoln and Andrew Johnson administrations. Presiding over the State Department during the Civil War and Reconstruction, Seward shaped anti-slavery policy, helped secure a Union victory, and spearheaded the 1867 acquisition of the Alaskan territories. Throughout the decades, Seward continually returned to his stately home in Auburn, now a repository of original artifacts and fascinating stories.

We are currently seeking applications for spring internships for academic credit, as well as summer placements, when the Museum offers several paid positions. Applications for summer internships will be accepted until **April 5, 2024**; interviews will take place immediately thereafter. The positions begin with an orientation day on **June 4, 2024** and conclude in mid-August. Spring semester applications will be accepted on a rolling basis.

Position Summary

The Seward House Museum seeks dynamic interns with a passion for history to participate in our internship program. Primary duties include: conducting guided tours of the Museum to visitors for a range of audiences; assisting in greeting visitors, answering phones, managing sales in the gift shop; and identifying and completing a special project within a museum department of their choosing. Through the internship program, interns receive training in historic interpretation, networking opportunities with other anchor institutions in the Central New York area, coaching for future interviews, and career workshops. Interns may elect to tailor their internship around

their specific interests: historical interpretation, educational outreach, curation, development, marketing, social media, research, facilities maintenance, and administration.

Paid Summer Internship Responsibilities

- Leading interpretive tours of the museum's historic interior and exterior.
- Initiating and conducting sales transactions in the Museum's Gift Shop on Square Space System software.
- Assisting with the cleaning of exhibit and public spaces; assisting in Collections for special projects.
- Acting as a regional ambassador by promoting additional tourism destinations in the Auburn area and providing information and directions etc.
- Providing logistical support for museum events.
- Aiding in installation, de-installation, and proper care of exhibited artifacts. Updating information on collections software.
- Performing general administrative and other duties as required.
- Completion of a special project that supports museum operations in educational programming, curriculum development, fundraising, marketing, visitor services, and facilities management.
- Demonstrating a mature, flexible attitude towards problem solving and working collaboratively with fellow interns, staff, and volunteers.

Qualifications:

Interns must have very strong verbal communication and interpersonal skills. They must be able to retain historical facts, dates, and anecdotes, as well as relay that information to visitors in an engaging, and informative way. Must be able to lift 25-50 pounds, walk, stoop, stand for extended periods at a time, and climb stairs.

College students working on degrees in History, Museum Studies, Anthropology, Art History, or a related field will be given preference for paid internship positions.

Send cover letter, resume, and 3 references to: education@sewardhouse.org. No phone calls please.

Best regards,



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