



BELGIAN HERITAGE CENTER

1255 Cty Rd DK, Brussels, WI 54204

Belgian Heritage Center offers a summer internship at our heritage center

### Summary

The Heritage Center Intern provides assistance to the board of directors and volunteers. Assist in managing the day to day operations of the Heritage Center.

Ideal candidates will have an interest in museums and/or education as a career. Candidates proficient in research, writing, and public speaking. Internships are supervised but ideal candidates will be independent and self-starting.

### Requirements:

- Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred
- Assist the board with developing operational policies
- Ability to work with diverse audiences including children, families, volunteers, and older adults
- Strong written and communication skills
- Ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines
- Digitize collection records, including scanning, image manipulation, file re-naming and organization; and participate in ongoing collection digitization
- Assist with the building and organization of collection files, provenance research, and the organization of collection image files
- Compile and update biographical information
- Input relevant information within database
- Assist with special events; Fundraising events
- Assist with requests for museum information and photos
- Help with promotion for Educator and Adult audiences
- Assist in execution of annual advertising plan

The Intern is responsible for fielding requests for Museum information, assisting with special events, and working with internal and external partners to help promote Museum events and programs. The Intern will also work on promotions, advertising, and email marketing.

Length of internship: Approximately May-August

Work Schedule: 40 hours/week, some weekends @ 12/hr

Location: Belgian Heritage Center, 1255 Cty Rd DK, Brussels, WI 54204

Email: [belgianheritagecenter@hotmail.com](mailto:belgianheritagecenter@hotmail.com)