



HERITAGE MUSEUM
INDEPENDENCE, OR

281 S. 2nd Street
Independence, OR 97351
(503) 838 – 4989 | www.orheritage.org
orheritage@ci.independence.or.us

OUR MISSION IS TO COLLECT AND SHARE THE NATURAL HISTORY AND DIVERSE CULTURAL HERITAGE OF THE RIVER COMMUNITY OF INDEPENDENCE.

Our internships, like many, are designed to be an exchange. You agree to complete work that will benefit the museum, and in return we offer the opportunity to learn new skills, expand your knowledge of a particular field, and explore career options. We value student interns as they help us to accomplish projects not otherwise possible. We have a commitment toward education and want to help train students to assume responsible roles in society. We believe interns bring enthusiasm and new ideas into the museum, and we love having them join our team.

An internship is an experiential academic experience in which you have intentional learning goals/objectives with measurable outcomes. These learning goals/objectives may include:

- **Academic Learning:** may apply and test knowledge learned in the classroom to a professional museum work environment.
- **Career Development:** explore a specific field of interest, expand their professional network, and gain and understanding of the qualifications and duties involved in a specific museum field.
- **Skill Development:** gain an understanding of the transferable skills and knowledge required for success in a professional museum work environment and integrates those skills in their academic learning.
- **Personal Development:** gain decision-making skills, self-confidence, business savvy, ethics, and teamwork required for success.

Our internships have four different area of focus:

- **Conservation:** Assist with scientific research, hands-on treatments, and preventative conservation of artifacts.
- **Curatorship:** Assist with research, documentation, and other activities related to the acquisition, exhibition, and interpretation of artifacts.
- **Digital Projects:** Assist in the development of databases and electronic resources, digitization of collections, or other digital projects.
- **Museum Education:** Assist with education programs designed for school, community, teen, and adult groups.

Being an intern at the Heritage Museum means you have become part of a team. Regardless of its size a successful museum and non-profit is one of collaboration and contribution. Staff, volunteers, and interns alike all work together to make the museum a success. Your selected internship project will be your priority. In addition to your project, we will ask that you contribute to the museum as a whole.

In addition to your project, you will:

- 1) Take on at least one front desk shift
 - a. Greet visitors and answer questions

- b. Answer the phone
 - c. You will still be able to work on your project while running the desk
- 2) Participate in Monday cleaning days
- a. The museum is closed to the public on Mondays, and the team will spend time cleaning exhibits and general museum areas
- 3) As part of your learning we suggest, but do not require, you attend an Advisory Board meeting, and/or a Heritage Society Board meeting.

Our expectations are:

- Act in a professional and ethical manner. For example:
 - dress in an appropriate manner
 - We want you to have pride in your appearance, presenting yourself to the public, staff, and volunteers in a clean professional manner. When the museum is closed the dress code is more relaxed and casual. When open clothes need to be clean, not torn or have holes, and follow business casual standards.
 - follow through on commitments
 - do not conduct personal business during work hours
 - be prompt when reporting to work and with completing assignments
 - give your work your best effort
- Be positive and supportive
- Be observant
- Ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when interacting with visitors
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisor(s), accept constructive criticism, and work to improve your performance
- Communicate if there is a need to change the time you have agreed to be at the museum

The museum is open to the public Tuesday - Thursday 10AM - 6PM and Friday & Saturday 10AM - 4PM. We are closed Sunday & Monday. The available times for you to be at the museum are listed below. We ask that your schedule be consistent and to be notified if you need a schedule change.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10AM							C L O S E D
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							

We commit to helping you reach your academic and career goals. Our museum work and environment are built on respect and working together as a team. Adding to the team, sharing knowledge and history, bring the museum life.