



The Lakewood Historical Society

established 1952



MUSEUM GENERALIST INTERN

The Lakewood Historical Society is seeking a Museum Generalist Intern to assist in all operations of the museum such as administrative, education, and collections management. This internship is perfect for individuals wanting to gain experience in museums and learn about day to day functions in a historical society.

Ideal candidates will be friendly, enjoy history and learning, carry themselves professionally, have strong time-management skills, and are organized.

Duties include but not limited to:

- Greeting visitors
- Providing museum tours
- Tracking attendance
- Assisting with front desk inquiries
- Assisting in research inquiries
- Assisting in Collections Data Entry in PastPerfect
- Assisting in administrative tasks
- Assisting in interpretation and exhibit installation
- Assisting with special event planning

Interns will be asked to work a fixed schedule for a minimum of 6 hours a week, Wednesdays 1-4pm, Thursdays 1-4pm, and Saturdays 2-5pm.

Open to all, preference given to Museum Studies, Public History, and American History Majors and Minors. Applicants must be at least 18 years or older and have their high school diploma or equivalency. This internship is unpaid and available for course credit pending approval from the college or university.

Submit resume and cover letter to:

- Executive Director, Greg Palumbo, at director@lakewoodhistory.org
- Subject line should read "Museum General Internship"

About the Lakewood Historical Society:

The Lakewood Historical Society collects, preserves and interprets the history of Lakewood, Ohio. The society operates two historic houses, the Oldest Stone House Museum, an 1834 stone house furnished to the mid-nineteenth century, and the Nicholson House, built in 1835. The society also provides a wide variety of services to the community, including award winning school programs, special events, public programs and historical research. The Lakewood Historical Society has a library and archive in addition to a costume collection and an education collection.