

Gammelgården Museum
Winter/Spring 2026 Internship Job Description (3 Volunteer Positions Available)

Position:

Each Winter/Spring intern gains skills in managing a small museum. The individuals chosen for the role do on-site and remote work when the museum is closed to the public (February-April), and on-site work when the museum is open to the public (May).

Gammelgården values diversity and seeks talented interns from diverse backgrounds and experiences. This includes, but is not limited to, those who are the first generation in their family to attend college, who come from low-income backgrounds, and/or have had limited access to museum experiences.

Eligibility

- Current undergraduate and graduate students are eligible to apply.
- Must be either a U.S. citizen or an international student with visa authorization to work.

Responsibilities

With the Museum Director, the intern:

- Meets weekly during the winter/spring season (February-May) with the Executive Director to review the week's activities, the next seasonal event, and progress on the intern's special project.
- Is on-site 1-3 days per week during February through May. Additional hours may be done remotely during February through April.
- Plans a project appropriate to the museum and the gifts/interests of the intern. This also includes a timeline, evaluation methods, and a public presentation when the museum is open to the public (May through December).

The intern may select any (or all) of the following areas to gain experience in:

EXHIBITS

- Organizes, fact-checks, and proofreads exhibit content.
- Assists with building maintenance where exhibits are displayed and exhibition installation.
- Assists with the development of hands-on activities that tie into the exhibits for the public to do. (The main exhibit for 2026 focuses on textiles [clothing and household] in the museum's collection.)
- Develops an exhibit/display for the Old Church about its previous uses: a church, a one-room schoolhouse and a hay barn.

EVENTS

- Works closely with staff to offer the Season Opening Day – a signature community event on the first Saturday in May.
- Recruits high-school and college students to offer hands-on activities to the public, do demonstrations, and/or make presentations about immigrant life in the mid-to-late 1800s.
- Contacts FFA, 4-H Clubs, and college agricultural programs to have youth or students bring farm animals for people to see and touch at the Season Opening Day, Midsommardagen, and Spelmannsstämman.

TOUR GUIDE/FIELD TRIP ASSISTANT

- Completes tour guide training in April and assists with walk-in tours on Fridays-Sundays during May.
- Assists with group tours and field trips on Wednesdays and Thursdays in May.
- Creates new field trip themes and hands-on activities for use with K-6 students.

PROGRAMMING

- Assists with the set-up, overseeing, and clean-up of classes, workshops, clubs, and programs as asked/needed in May.
- Assists teaching artists/educators as needed in May.
- Assists with the evaluation of programs in May to help guide future improvements.

PUBLIC RELATIONS/MARKETING

- Helps raise awareness in the community of Gammelgården by posting event flyers in April and May, writing letters to the editor, and submitting press releases to local newspapers.
- Contributes to the Museum's social media channels, including but not limited to creating video content.
- Drafts email content for monthly e-newsletters.
- Helps create visitor studies for the Season Opening Day and any public classes or workshops in May to better understand the Museum's audiences.

DEVELOPMENT/FUNDRAISING

- Provides administrative support for record keeping and event mailings.
- Assists with database clean-up and expansion of information on records for members and donors.
- Assist with securing business and corporate sponsors for events, classes, and activities.

COLLECTIONS

- Assists with an inventory and scanning of the collection of photographs, museum historical documents, and artwork.
- Rehouses photographs and artwork; and creates museum-quality boxes and coverings for the historical books in the collection.
- Helps inventory items in the collection.
- Cleans artifacts, as needed.

LIBRARIES

- Adds information to CollectiveAccess about the books in the resource library and historical collections.
- Creates a catalog of books available in the non-lending resource library.
- Adds the board and card games in the board and card game library to CollectiveAccess.
- Assists with maintaining the Little Free Library (e.g., painting/upkeep, securing books to regularly place in the library, promoting the Little Free Library online).
- Assists with getting the Little Free Seed Library set up for the season.

GARDENING AND AGRICULTURE

- Assists with the preparation, planting, and watering of flowers in the museum's many gardens in April and May.
- Creates signage for some of the flowers that are provincial flowers of Sweden.
- Seeks business or corporate sponsorships for hiring Prairie Restorations to continue revitalizing the prairie; or seek a 4-H club interested in doing a Community Pride project to create a prairie demonstration garden.
- Researches and plans a native tree and shrub trail for the museum's land. Seeks individual sponsors for each tree and shrub so they can be planted in 2026.
- Researches historical plants and flowers that would have been planted in the mid-to-late 1800s and create a landscape plan for around the Stuga, Immigrant House, and/or Old Church.

RETAIL

- Assists with preparing merchandise for sale in the Butik (physical and online stores) in April.
- Helps with the rearrangement of the store layout and merchandise in February through April.

Qualifications

- Majors: Museum Studies, Business, Marketing, Communications, Event Planning, Agricultural, Education
- Career Areas: Curatorial, Non-Profit Management, Marketing, Communications, Fundraising, Event Planning, Education (K-6, Agricultural), Landscaping/Landscape Design
- Skills: Organized with attention to detail; ability to work independently; computer proficiency in Word and Excel programs; and customer service skills.

Compensation

The Winter-Spring internships are volunteer positions.