

Gammelgården Museum
Spring/Summer 2026 Internship Job Description (2 Internships Available)

Position:

Each Spring/Summer intern gains skills in managing a small museum. The individuals chosen for the role are on-site during the open season as staff people who are able to be helpful in any role/position.

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.
- Must be available on Wednesdays through Sundays.
- Middle and senior high school students are not eligible and instead are encouraged to join the *Junior Guides* program at Gammelgården.

Responsibilities

With the Museum Director, the intern:

- Meets weekly during the open season (starting on May 2nd) with the Executive Director to review the week's activities, the next seasonal event, and progress on the intern's special project. (If an intern is in college during the early part of May, the internship will begin when the student completes the academic year.)
- Is on-site Wednesdays and Thursdays as well as three weekends (Friday–Sunday) per month. The intern must include the weekends that have Midsommardagen in June and Spelmannsståman in August.
- 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.

TOUR GUIDE

- Completes tour guide training and be a seasonal tour guide.
- Assists with group tours.

RETAIL

- Assists with preparing merchandise for sale in the Butik (physical and online stores).
- Is familiar with the operation of the Butik and fills in as needed (physical and online stores).

PROGRAMMING

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

CUSTOMER SERVICE

- Welcomes guests on Thursdays, Saturdays, and Sundays.

EVENTS

- Works closely with staff to offer Midsommardagen and Spelmannsståmmman - two signature community events in June and August, respectively.

PUBLIC RELATIONS/MARKETING

- Helps raise awareness in the community of Gammelgården by posting event flyers, 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 to better understand the Museum's audiences.

DEVELOPMENT/FUNDRAISING

- Provides administrative support for record keeping and event mailings.
- Assists with member/donor events.
- 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.

EXHIBITS

- Organizes, fact-checks, and proofreads exhibit content.
- Assists with building maintenance where exhibits are displayed, exhibition installation and de-installation, and object rotations.
- 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.)

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 the Little Free Seed Library.

Qualifications

- Majors: Museum Studies, Business, Marketing, Communications, or Event Planning
- Career Areas: Curatorial, Non-Profit Management, Marketing, Communications, Fundraising, or Event Planning
- Skills: Organized with attention to detail; ability to work independently; computer proficiency in Word and Excel programs; and customer service skills.

Compensation

\$3,000 for the summer (May through August)