



Membership/Events Internship Focus

Description:

This internship focuses on museum members and member satisfaction, an audience-building endeavor that allows nonprofit museums to connect with the local community. The Champaign County History Museum members come from all different backgrounds and contribute in myriad ways. This intern will create enrichment experiences for our most valued members and cultivate more members within the local community. This internship's primary responsibility will be to craft a monthly experience that will be available beginning in the spring of 2024. The expected workload requires research, writing, and verbal communication skills and will involve public speaking and community outreach. Requirements for time will range from 4-6 hours per week based on the applicant's availability and desired credit hours.

Responsibilities:

Primary responsibilities will include:

- Research and create a historic walking tour for our museum members of Downtown Champaign that you will propose to the board of trustees at the end of this internship
- Create training materials for docents and other undergraduate students
- Interview museum members and trustees as a part of the research process

Secondary responsibilities will include:

- Outreach to our museum members both current and prospective to highlight upcoming museum events and opportunities through direct contact and by phone
- Writing a section of our monthly member newsletter notifying them of monthly visitorship, fundraising goals, and museum experiences
- Other research and museum needs including docent activities and historic research for publishing

About the Museum:

The Champaign County History Museum has existed in two different locations during its lifetime. Beginning in 1972 at the historic Wilbur Mansion the museum hosted many community events, and exhibitions, and became a staple of the local community until 1997 when the museum moved to its present location at the oldest commercial building, the Cattle Bank. Since then, the museum has hosted a volunteer and internship program that has seen over 3,000 volunteer hours per year and over 800 intern hours. In 2023, interns worked directly with artifacts and special collections, researched and wrote academic articles for publishing on the museum blog and digital exhibition page on the website and engaged with local community members at events and exhibition receptions. If you are interested in this internship opportunity please contact Museum Manager Will Best at wbest@champaigncountyhistory.org for more information.