

Will Rogers Memorial Museum Collection Internships

The Will Rogers Memorial Museum collects, preserves, and shares the life, wisdom, and humor of Will Rogers for all generations. We are the largest repository of Will Rogers material in the world. The collection consists of more than 20,000 artifacts, photographs, films, and archives.

Scope of work: Assist the curator of collections with collections management activities. The intern will have the opportunity to work on a variety of collections tasks including inventory, cataloging, and designing and installing a small exhibit. The intern will develop skills in identification, description, and documentation. The intern will receive practical experience in all aspects of collection management.

Products: Completed worksheets, PastPerfect data entry, and other products are possible, depending on the project. A finished and installed exhibit. Monthly reports of work completed will be required, along with on-site training and supplemental readings.

Schedule: Business hours at the Will Rogers Memorial Museum are 8 A.M. – 5 P.M. Monday – Friday. 8-10 hours a week required; 150 hours minimum. Weekend schedule possible with approval from the curator.

Requirements: Undergraduate student of junior or senior status in museum studies, U.S. history, public history, or related field. Recent graduates and graduate students are encouraged to apply. Course work or experience in collections management/museum registration preferred.

Application Procedures

Prerequisites: In addition to specific internship requirements, all applicants must demonstrate a general knowledge of the humanities and/or history, organizational skills, strong communication skills, the ability to manage multiple tasks, and the ability to work independently as well as with a variety of people.

Application Contents:

- Resume
- Cover letter
- Official transcript(s)
- One letter of recommendation from an instructor in a related subject area (museum studies, public history, history, etc.)

Contact: Will Rogers Memorial Museum
Attn: Jennifer Holt, Curator
PO Box 157
Claremore, OK 74018
Phone: 918.343.8124 E-mail: jholt@willrogers.com

These are unpaid internships. Successful applicants will undergo a background check. The museum may decline to offer an applicant an internship based on the results of that check. Interns wishing to receive course credit are responsible for coordinating credit requirements with their faculty advisor and with the Will Rogers Memorial Museum internship supervisor.