



ABRAHAM LINCOLN PRESIDENTIAL LIBRARY & MUSEUM

For Immediate Release:

Contact: Jill Burwitz (ALPLM)
(217) 558-8970 office
(217) 299-6165 cell

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Fall internship opportunities available at the Abraham Lincoln Presidential Library and Museum

Students can gain hands-on experience in a variety of departments

SPRINGFIELD, IL: The Abraham Lincoln Presidential Library and Museum (ALPLM) is accepting applications from college students who are interested in gaining a valuable, non-paying, career-enhancing experience as an intern at the ALPLM. Whether working directly with the public or in administrative departments, interns contribute to the Museum and Library's mission. They work as part of a skilled team, assisting on significant projects as well as day-to-day operations, all helping make the ALPLM a world-class institution for visitors from around the world to enjoy.

The intern program operates through the ALPLM Education Department. Internships are available within a variety of departments in both the Library and Museum. An internship with the ALPLM benefits students by providing professional experience and an overview of the museum and library fields. Interns have the opportunity to gain useful skills, and the chance to build a strong professional network. References gained through work as an intern can be helpful in securing future employment and admission to further programs of study. The deadline to apply for the fall semester is July 1, 2006.

Eligibility

The ALPLM internship program is open to qualified college students, recent graduates or graduate students. Interns from all majors and interests are encouraged to apply.

Remuneration

ALPLM internships are unpaid. However, certain grant-funded projects may include stipends for interns.

Academic Credit

The ALPLM encourages interns to seek academic credit for their internship and will assist in any way to help the intern receive it. Contact your advisor or department chair to inquire about your school's requirements.

Duration

Internships usually take place throughout the typical academic spring, summer or fall semester.

Deadlines

Spring (January-May) November 1

Summer (May-August) April 1

Fall (September-December) July 1

Please Note: Some internships fall outside the scope of the typical academic calendar and are considered Special Projects. These are not subject to the deadlines listed above and may be for a shorter or longer duration than one academic semester.

Uniforms

All interns will be required to wear uniforms consisting of the official ALPLM shirt (provided) and khaki trousers or skirt (knee length or below).

Intern Programs

Although internship opportunities are not always available, interns are welcome to apply for positions within the following departments.

Conservation

Working under the direction of the ALPL conservation staff, the intern would assist with a variety of conservation treatments on historical book and paper materials. The intern may also learn how to collect and interpret environmental data, assist in the preparation and mounting of items for exhibit, assist in answering preservation information inquiries, and assist in preservation workshops and events. The scope of specific projects will be based on the intern's skill level, interests, academic requirements, and the needs of the ALPL Conservation Department. Students and recent graduates from conservation training and bookbinding programs are encouraged to apply. Related subject areas include library science (with interest/specialization in preservation), museum studies (with emphasis on collection care), and fine arts (with interest in book and paper arts).

Education

Working under the direction of the Director of Education, interns will assist professional staff in the creation of educational programs, outreach and community collaborations. They might assist in developing educational resource kits, lesson plans, workshops or special events. In addition, interns assist staff in the interpretation of Mrs. Lincoln's Attic, the Museum's hands-on children's area. Students and recent graduates in history, museum studies or education are encouraged to apply.

Exhibits

Working under the direction of the Exhibits Division the intern would assist in the development of temporary exhibitions, including research, graphic design, fabrication and installation. Students in museum studies, art, architecture and design are encouraged to apply.

Facilities Services

The Facilities Services Section provides support services for the entire ALPLM complex. Interns interested in parks and recreation would benefit from assisting in the buildings and grounds maintenance, especially in bringing online a new visitor park. This internship would provide hands-on opportunity to assist management and building grounds staff in putting together an operational and maintenance plan for the park. Duties would

also include working closely with Facility Rental and assisting in setting up and tearing down for all special events.

Front Entry/Guest Services

An intern in the Front Entry/Guest Services Division would serve as the primary contact for guests visiting the Abraham Lincoln Presidential Library & Museum and the newly opened Union Station Visitors Center and Park. Interns would assist in meeting and greeting guests, responding to questions and concerns, assisting with wheelchairs and providing coat check. This Intern position would also sell and receive museum admission tickets and learn and understand the procedures/policy of operating box office sales.

Information Technologies

As part of the Illinois Historic Preservation Agency, the ALPLM is only one of five buildings the IT Division supports. An IT intern would assist primarily with desktop and end user support. Duties would include the configuration, installation and troubleshooting of: Operating Systems (Windows XP and Windows 2000); Software (Microsoft Office Products); Printer and Scanners; Blackberrys Cell Phones and Radios; IT Inventory reconciliation; preparation of equipment for surplus; desktop hardware (computers and peripherals).

Library Services

Interns in the Library Services Division will gain an understanding of what it is like to work in a special/research library where the focus of the collections is on Illinois history, biography, genealogy, and geography. The Division includes the Printed and Published Collection (books/pamphlets/maps), the Microfilming Lab, the Conservation Lab, Acquisitions and Cataloging Sections. Interns may provide direct public service to library patrons and assist in the use of the online card catalog, assisting and instructing users in accessing the various online databases that are available in the Steve Neal Reading Room, retrieving books and materials from the closed stack area, conducting shelf maintenance tasks, preparing bibliographies on various topics, etc. The support departments of the Division will introduce the intern to "behind the scenes" tasks including becoming familiar with resources used to order books for the library collection (including the accompanying fiscal operations), assisting in preparing books for cataloging, and assisting in cataloging and processing books and materials into the collection using the OCLC and Horizon databases.

Lincoln Collection

Working under the supervision of the Lincoln Curator and the Lincoln Collection staff, an intern may assist in a variety of duties depending on the current needs of the department, including: assisting in processing new materials; creating/updating finding aids or bibliographic materials and databases; assessing and implementing computer applications for data management; photocopying or scanning materials; transcribing select documents and performing relevant research; assisting in the preservation of collection materials; assisting with special projects assigned to the department. This internship is appropriate for college students, graduate students and recent graduates with an interest in history, social sciences or the humanities. Library science or information science students are encouraged to apply. Interns must have already successfully completed at least one year of college course work. Preference will be given to students who have successfully completed a course in historical or archival sources and methods or who are otherwise generally familiar with basic historical reference works and finding aids available in most college or research libraries. In addition, the following skills will be considered: Good writing skills, basic computer skills, such as word

processing, familiarity with database or digital image programs, an appreciation for the fragility and uniqueness of historical materials, able to tolerate dust and mold associated with some Lincoln Collection materials. For assisting with preservation projects, interns must have manual dexterity, must follow detailed instructions and perform work in an accurate and careful manner, must be comfortable with the idea of handling sharp tools and specialized laboratory equipment and learn how to use them safely.

Manuscripts

Working under the supervision of the Manuscripts Department staff, the intern may assist in a variety of duties depending on the current needs of the department, including: creating/updating finding aids or bibliographic materials; translating documents; transcribing selected documents for exhibits/articles and performing relevant research; processing collections; and assisting with special projects assigned to the department. This internship is appropriate for college students, graduate students and recent graduates with an interest in history, social sciences or the humanities. Library science or information science students with an interest in archives or manuscripts are encouraged to apply. Interns must have already successfully completed at least one year of college course work. Preference will be given to history or library/information science majors, followed by majors in other social sciences or the humanities. Preference will also be given to students who have successfully completed a course in historical or archival sources and methods or who are otherwise generally familiar with basic historical reference works and finding aids available in most college or research libraries. In addition, the following skills will be considered: Good writing skills, basic computer skills, such as word processing, familiarity with database or digital image programs, an appreciation for the fragility and uniqueness of historical materials, able to tolerate dust and mold associated with some collection materials.

Research

Interns in the Research Department would assist staff in research for upcoming exhibitions to be featured in the Abraham Lincoln Presidential Library and Museum or for special projects periodically assigned to the Research Department. Interns will typically participate in identifying, locating, examining and transcribing from such historical source materials as microfilmed newspapers, period imprints, manuscripts, government and legal records, maps, and visual images. Duties may also include creating or updating bibliographic materials, collection guides, or databases, or assisting oral historians in transcriptions and other duties. Particular assignments may require research in nearby historical repositories beyond the ALPLM such as Illinois State Archives or the Sangamon Valley Collection at Springfield's public library, the Lincoln Library. Preference will be given to history majors, followed by other social science or humanities students. Preference will also be given to students who have successfully completed a course in historical or archival sources and methods or who are otherwise generally familiar with basic historical reference works and finding aids available in most college or research libraries. In addition, the following skills will be considered: Good writing skills, basic computer skills, such as word processing, familiarity with database or digital image programs, an appreciation for the fragility and uniqueness of historical materials, able to tolerate dust and mold associated with some collection materials.

Shows

The Shows Division oversees the two theaters in the Museum as well as first person interpretive characters who perform in other exhibit areas throughout the museum. An intern would work closely with the Attractions Coordinator, learning about the inner-workings of day-to-day operation of the Shows unit and assisting with

ushering in the museum's two theaters. In addition, depending upon the needs of the Division, opportunities for interns could include: playing a character in the Cabinet Room exhibit or portraying a strolling character in the park; playing a musical instrument or singing in the plaza or park; researching and assisting in the creation of a character that could be performed in Museum programs; and storytelling. Students with musical skills or theater backgrounds are encouraged to apply.

Special Projects

Special Projects are often grant-funded internships which may include a stipend. These internships are frequently available on short notice and thus are not governed by the deadlines above. Applications for these positions are accepted on an as needed basis.

- Special Projects available at this time:
 - No special projects are currently available

Facilities Rental

An intern will assist Facilities Rental staff with day-to-day office responsibilities, including answering phones, providing rental information to potential clients, and sending out rental information via fax or mail. The intern would also assist in tracking rental leads; providing brochures to potential clients; assisting in signage requests; providing tours of our rental venues; assisting in set-up for rental events and coordinating mailings.

Volunteer Services

Interns in the Volunteer Services Department would assist professional staff in a variety of functions, including recruiting, training and scheduling volunteers; assisting volunteers on special projects and with special events; facilitating large mailings and the production of a regular departmental newsletter; creating and organizing training sessions and materials; and performing basic office tasks, clerical duties and record keeping.

Application Procedure

Please submit:

- Completed and signed Intern Application Form (also signed by advisor)
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
 - personal goals
 - what the intern hopes to achieve from the experience
 - how the internship relates to career plans
 - what he/she believes they can contribute to the Museum and/or Library
 - special interests and abilities
- specific information including: dates available to work; number of hours per week; number and days available to work
- if doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email to:

Carol Manning

Adult Education Coordinator

ALPLM

212 North Sixth Street

Springfield, IL 62701

Carol.Manning@illinois.gov

An application is available online at <http://www.alplm.org/>.

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