

Public History Summer Internship 2018

Intern Program Requirements

Time Frame - 10 weeks

Monday, June 4 - Monday, August 13, 2018

Application Process

WRHS Internship Application is required

WRHS Background Check is required

WRHS Confidentiality Policy Sign-off required

Required Work Schedule

Mondays are required for Public History Coursework

Required Dates for Special Events at both CHC and HFV. Be on the look-out for additional info.

- June 4 | Intern Orientation HFV and CHC (Lunch Provided)
- June 9 | CHC Interns – Parade the Circle in University Circle
- June 9, 10 | HFV Interns – Sow and Grow at HFV
- July 14,15 | CHC & HFV Interns – Music in the Valley at HFV
- August 10, 11, and 12 | CHC & HFV Interns – Civil War Weekend
- August 13 | Intern Problem Based Learning Presentations and Farewell Brunch (Provided)

Must be available during working hours for your department

- Arrange with Supervisor.
- Mondays Required.
- Weekends may be required, depending on position.
- HFV generally requires at least Monday and one weekday and one weekend day.

Morning Meetings

Interns are required to attend Morning Meeting at either location.

- Cleveland History Center Sign-in/Meeting time is 9:30 am. All interns must report to Morning Meeting in the East Boulevard Lobby before heading to your work assignment.
- Hale Farm Morning Meeting is 9:45 am, or 9:15 am, depending. Please check with supervisor.
- SPECIAL EVENT DAY KICK-OFF MEETINGS will vary. Please check with Lisa Pettry or Lori Smith.

Time Off

All time off must be approved in advance by Direct Intern Supervisor and communicated with Intern Managers.

Interns must contact Direct Intern Supervisor for emergency call-offs. Supervisor will inform Intern Managers.

Transportation

Must have transportation to both CHC and HFV. Sessions and work take place in both locations.

Communication

Must provide active email account and check it regularly, as most program correspondence will take place via email.

Work Environment

Must be willing to work as a team and individually.

WRHS intern ID Badge must be worn at all times.

Follow dress standards befitting your assigned location and task for the day.

Interns must sign in and out each day at either location.

- Sign-in is located at the CHC Reinberger Gallery Admissions Desk, and at HFV Center Ticket Booth

Intern Visitors must be approved by supervisor in advance.

Lunch breaks should be scheduled with your supervisor as 30 minutes unless otherwise arranged.

Cell phone usage should be limited to work-related tasks or during lunch break.