



T.C. Steele State Historic Site
4220 T.C. Steele Rd
Nashville, IN 47448
812.988.2785

Historic Sites Programming Internship Description

Title: Historic Sites Programming Intern- T.C. Steele

Supervisor: Jessica Stephens

Position Purpose:

To gain experience in interpretation (guiding tours), visitor services in the museum field, and assist in educational programming.

Key Responsibilities:

- Responsible for interpreting aspects of the site including but not limited to the following duties:
 - Guided tours
 - Educational and Public Programming assistance
 - Special events
 - Gift shop sales

Qualifications and Required Skills:

- Excellent people skills, be comfortable interacting with large groups of people and children, and display a love of history, art, and nature
- Educational, art and/or nature programming experience a plus
- Must have reliable transportation
- Ability to learn facts and retain information
- Willingness to acquire knowledge of site and surrounding area
- Organized and responsible
- Ability to work unsupervised as necessary
- Ability to operate cash registers and handle money

Position Shift:

Intern and internship supervisor will plan schedule upon acceptance of the position. Hours preferred will occur Wednesday through Sunday between 9 a.m. and 5 p.m. Hours per week are negotiable and could range from **10-15 hours per week** as agreed upon with student and/or advisor and availability. This is a non-paid internship.

Position Evaluation:

A final evaluation at the end of the internship is available upon request. A mid-term evaluation is available, if desired, required or warranted for the internship.

Benefits:

- Free one year membership after completion of 40 service hours
- IMAX Theater discounts
- Discounts at ISMHS gift shops and restaurant
- Recommendation letters from staff and documentation of hours served
- Free educational opportunities, and occasional optional day trips



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- Invitations to members-only events

Start Date: September 2, 2025 (Negotiable)

End Date: December 5, 2025 (Negotiable)

How to apply: Complete **application** [here](#) and send **resume** to:

Emily Grant
Volunteer and Intern Service Manager
egrant@indianamuseum.org