



Vincennes State Historic Site
1 W. Harrison St.
Vincennes, IN 47591
812.882.7422

Historic Sites Programming Internship Description

Title: Historic Sites Programming Intern- Vincennes

Supervisor: Joanne Taylor

Position Purpose:

To understand the workings of a visitor heritage attraction site within a working community and 4 additional historic sites, learn all aspects of the site from facilities, interpretation, research and customer relations, and help to oversee programming events.

Key Responsibilities:

- Research for programs
- Guide tour groups
- Provide support for programs
- Learn to handle collections
- Interact with visitors

Qualifications and Required Skills:

- Self-motivated, problem-solver, visitor-centered and organized
- Project management and communication skills
- Ability to adapt and be flexible in a program
- Excellent customer service
- Interest in history

Position Shift:

Intern and internship supervisor will plan schedule upon acceptance of the position. Hours will occur Monday through Friday between 9am and 5pm. Evening and weekend hours dependent on programs/events. Hours per week are negotiable and could range from **5-25 hours per week**. 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 ISMHS 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
- Invitations to members-only events



Vincennes State Historic Site
1 W. Harrison St.
Vincennes, IN 47591
812.882.7422

Historic Sites Programming Internship Description

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