



## **Internship Overview**

The Seward House Museum weaves together a compelling narrative of local, regional, national, and international scope as it interprets the story of William Seward and several generations of his family. From beginnings rooted in Auburn where the home was built in 1816, the museum traces the Seward family's deep imbrication in state and national politics, social movements, reform campaigns, and culture. In a prolific career that spanned nearly half a century, William Seward ultimately achieved his highest distinction as a leading member of the Abraham Lincoln and Andrew Johnson administrations. Presiding over the State Department during the Civil War and Reconstruction, Seward shaped anti-slavery policy, helped secure a Union victory, and spearheaded the 1867 acquisition of the Alaskan territories. Throughout the decades, Seward continually returned to his stately home in Auburn, now a repository of original artifacts and fascinating stories.

## **Position Summary**

The Seward House Museum seeks dynamic students with a passion for history to participate in its internship program. Primary duties will be: conducting guided tours of the Museum to visitors for a range of audiences, assisting in greeting visitors, answering phones, managing sales in the gift shop, and completing a special project within a museum department. Through the internship program, interns receive training in historic interpretation, networking opportunities with other anchor institutions in the Central New York area, coaching for future interviews, and resume workshops. Interns may choose to tailor their internship based on their specific interests: historical interpretation, educational outreach, curation, development, facilities maintenance, and administration.

The Museum's internship program runs during the academic year and extends into the summer. Interns who work on site in the fall or spring can arrange for college credit. Interns who apply for the summer program are considered candidates for competitive paid positions. The summer program typically begins in late May and concludes in mid-August. While all students of all majors are welcome to apply, students working on degrees in History, Museum Studies, Art History, or related fields will be given preference for internship positions.

## **Job Responsibilities**

- Learning and leading interpretive tours of the museum's historic interior and exterior.
- Initiating and conducting sales transactions in the Museum's Gift Shop on Square Space System software.

- Assisting with the cleaning of exhibit and public spaces.
- Acting as a regional ambassador by promoting additional tourism destinations in the Auburn area and providing information and directions etc. Demonstrating courteous and efficient customer service to patrons.
- Providing logistical support for museum events.
- Aiding in installation, de-installation, and proper care of exhibited artifacts.
- Performing general administrative and other duties upon request.
- Completion of a special project that supports museum operations in educational programming, curriculum development, fundraising, marketing, visitor services, and facilities management.
- Demonstrating a mature, flexible attitude towards problem solving and working collaboratively with fellow interns, staff, and volunteers.

### **Qualifications:**

Interns must have very strong verbal communication and interpersonal skills. They must be able to retain historical facts, dates, and anecdotes, as well as relay that information to visitors in an engaging, and informative way. Technological proficiency preferred. Must be able to lift 25-50 pounds, walk, stoop, stand for extended periods at a time, and climb stairs.

Send cover letter, resume, and 3 references to: [education@sewardhouse.org](mailto:education@sewardhouse.org). No phone calls please.

Inquiries may be directed to:

Jeffrey Ludwig, PhD  
Director of Education  
Seward House Museum, Auburn, NY