Connecticut Landmarks Internship Program

Connecticut Landmarks welcomes applications for Internships and invites Academic Advisors to encourage student interest. Interns choose a concentration and join one of the organization’s departments: Archives, Gardens & Grounds, Curatorial, Education, or Marketing & Development. Interns are placed both in CTL’s Hartford office and at each of CTL’s historic house museums.

Structure: Internships are part-time, volunteer positions with the potential for academic credit. Student interns enjoy benefits such as free parking, unlimited free admission to the Connecticut Landmark sites and selected programs. Work will be organized around specific functional areas, providing students with the opportunity to learn about the responsibilities and operations of specific museum departments. Upon request, an Internship may be structured to give the student more than one aspect of operations.

Requirements: Preferably, candidates will have computer and basic office skills, and will be enrolled as undergraduate or graduate college students. Museum assignments require the use of telephones, PCs, copiers and other office equipment.

Goals: Internships at Connecticut Landmarks give undergraduate and graduate students experience in areas related to their fields of study and/or career plans.

Placement Opportunities

Archives & Collections Management: Intern will assist part-time Archivist to sort, organize and rehouse documents and photographs; and transcribe documents. The Archives Intern will be shared with the Curatorial Department and will assist in the on-going registration of CTL’s large collection of the fine & decorative arts.

Curatorial: Intern will assist the Curator and Site Administrators with research on and documentation of CTL collections including, the history of the site and connections to local and regional history, the original families, decorative and fine arts, and historic building and landscape. Assist with care and organization of the collection and contribute to program and exhibition planning and execution.

Gardens & Grounds: Intern will work with the Director of Historic Sites and Site Administrators on select projects that enhance the interpretation of the site and deepen the visitor experience. For those who are interested, hands on gardening and landscape work, as well as research.

Education: Intern will help Education Coordinator and Site Administrators develop, deliver, and evaluate programs that serve adults, students, families, and other target audiences circulate curriculum materials.

Marketing & Development: Interns work with the Marketing & Development Associate to draft and prepare press releases, maintain mailing lists, make calls to media, process and prepare mailings, get duplicates of photographs and slides, and place feature stories. Interns will assist in database management, membership outreach, event coordination, grant research and more. This department promotes CTL’s properties, publicizes programs, fundraising events and more.

Connecticut Landmarks’ mission is to inspire interest and encourage learning about the American past by preserving selected historic properties, collections and stories and presenting programs that meaningfully engage the public and our communities. For more information, please visit www.ctlandmarks.org.

To apply for an internship, or for additional information, please call or email:
Jamie-Lynn Fontaine Connell
Marketing & Development Manager
Connecticut Landmarks
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phone: 860.247.8996 x 23
Internship Application

Applicants should include with their applications a brief cover letter summarizing qualifications, related experience, internship goals, a letter of recommendation from faculty member, resume, and a copy of academic transcript. For fall internships, please respond by September 1; for spring, January 1; and for summer, April 1. Deadlines may be extended until intern positions are full.

Name:___________________________________________ College/University:_____________________________________

College Address:________________________________________________________ Telephone No.:________________________

Home Address:__________________________________________

Email:_______________________________________________________________________________

Available: First Date Available:________________________________ Last Date Available:_______________________

Indicate 1st, 2nd, and 3rd choices of department(s) requested:

Archives & Collections Management _____ Gardens & Grounds_____ Curatorial____ Education____ Marketing & Development____

Indicate choice of sites requested; check all that you are interested in:

Bellamy-Ferriday_______ Butler-McCook & Isham Terry_______ Hartford Central Office ______

Hempsted Houses_______ Nathan Hale Homestead_______ Phelps-Hatheway_______

Degree:__________________ Major Concentration:____________________ Minor Concentration:____________________

Indicate Status: Freshman_____ Sophomore_____ Junior_____ Senior_____ Graduate_____

Career Plans_________________________________________________________________________________________

Computer Software Proficiency: Microsoft Office_____ Excel_____ Outlook_____

Other Software (please specify):_____________________________________________________________________

Additional Skills (please specify, e.g. desktop publishing):_________________________________________________

Will you receive academic credit for this Internship? Yes_____ No _____

(include guidelines & form with application)

What are your goals in pursuing an Internship at Connecticut Landmarks? _______________________________________

______________________________________________________________________________________________

Student Signature:________________________ Application Date:________________

To apply for an internship, or for additional information, please call or fax:

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