



Home of your Boone County Historical Society
3801 Ponderosa Street, Columbia, MO 65201
573-443-8936 | boonehistory.org

Boone County History & Culture Center Internships

The Boone County History & Culture Center consists of history galleries, the Montminy Art Gallery, the historic Village at Boone Junction, and the historic Maplewood House. All these attractions are located on the same beautiful campus and are managed by the Boone County Historical Society. These venues encompass the history and culture of Boone County and Columbia over the past 200 years.

Depending on the internship, an individual can expect to gain experience working in a 20,000-square foot museum setting, an 1877 home on the National Register of Historic Places, a “village” consisting of historic buildings from all over the county, and/or in the state-of-the-art Henry “Hank” J. Waters III Digital Imaging Lab, with a collection of 500,000+ glass plate and plasticine negatives.

Internships are offered during the fall, spring, and summer semesters. Please note internships may need to have a blended emphasis based on hours requirements, staff availability, and the current needs of the History & Culture Center.

Interested students should send a resume and cover letter to Info@BooneHistory.org. Be sure to include information about which semester you are interested in, hours requirements, your school, and degree program.

General Internship

This internship is designed to provide experiences in all aspects of the Boone County History & Culture Center. Interns will have the opportunity to learn about caring for historic collections and non-profit management in a variety of capacities, including:

Administrative:

- Assisting administrative staff with mailings, filing, membership records, etc.
- Staffing the front desk and interacting with visitors

Collections & Research Library:

- Researching topics relating to Boone County history
- Assisting with processing and cataloging new acquisitions, taking inventory of collections, updating artifact records in PastPerfect, preparing artifacts for exhibition, etc.

Communications & Marketing:

- Writing communications for various projects, exhibits, events, and campaigns
- Creating activities to complement exhibits or displays for the History & Culture Center

Education & Events:

- Working on special events such as the annual Hall of Fame Gala, Heritage Festival, concerts or monthly speaker series and family events
- Conducting tours of the historic Maplewood House and Village at Boone Junction
- Assisting with the coordination of field trips to the History & Culture Center (during the K-12 school year)

Communications Internship

This internship is designed to provide experiences in marketing and communications for the Boone County History & Culture Center. Interns will have the opportunity to assist in promoting events, exhibitions, and historic collections. Based on your interests it may also include event planning, non-profit management, and opportunities to interact with the public, including:

Communications & Marketing:

- Writing communications for various projects, exhibits, events, and campaigns
- Creating activities to complement exhibits or displays for the History & Culture Center
- Designing collateral materials including brochures, flyers, other promotional items
- Developing new avenues to share our history and culture with the community

Education & Events:

- Working on special events such as the annual Hall of Fame Gala, Heritage Festival, concerts or monthly speaker series and family events
- Conducting tours of the historic Maplewood House and Village at Boone Junction
- Assisting with the coordination of field trips to the History & Culture Center (during the K-12 school year)

Administrative:

- Assisting administrative staff with mailings, filing, membership records, etc.
- Staffing the front desk and interacting with visitors

Digital Imaging Lab Internship

This internship is designed to provide education and experience in the best practices for archival storage, preservation, and digitization of glass plate negatives and monographs dating back to the 19th century, including:

Digital Imaging Lab:

- Operating the METIS system (with Nikon camera) to take high quality digital images of glass plate negatives and oversized volumes of Boone County court record books
- Handling glass plate negatives with protective gloves
- Describing archival materials in digital processing
- Utilizing the content management functions of the CONTENTdm software in order to search the BCHS digital collections

Research Room:

- Identifying accurate information in photographer logs and researching relevant resources in order to verify information
- Writing relevant information on archival sleeves
- Inputting metadata using Microsoft Excel

Physical Requirements:

- Lifting and moving boxes up to 20 pounds
- Vision acuity
- Ability to climb up and down one flight of stairs to access the basement lab and vaults

The glass plate negatives, county court records, and other archival and exhibit materials are housed in temperature-controlled vaults set at 65 degrees. The collection is currently stored in a basement facility without an elevator.