



**Position:** Programs Intern (unpaid, but will work with those needing internship or practicum credit)

**Reports to:** Manager of Programs

**Start Date:** November 2009

**Major Duties and Responsibilities:**

- Assist in scheduling and confirming Behind The Scenes and Historic Houses of Worship tours.
- Large program mailing, confirmations, planning assistance.
- Assist in making confirmation calls for various programs, presentations, and tours.
- Contact local publishers to begin planning 2010-2011 lecture series.
- Assist in preparing for large programs.
- Assist Development Department as requested in soliciting program donations.
- Print and cut event guides and maps.
- Assist staff and volunteers on day of events.
- Various administrative duties, including:
  - Update contact information related to all major programs and tour series.
  - File.
  - Create BTS one-page histories and directions to venues.

**Required Skills and Abilities:**

- Ability to act independently and be a self-starter while operating collaboratively as a team player.
- Strong writing and oral communication skills.
- Proficiency with Microsoft Office.
- Ability to perform multiple tasks well.
- Willingness to work occasional evenings and weekends.

**Education, Training and Experience:**

- Coursework in Museum Studies, History, Public or Nonprofit Administration, Business or equivalent
- Minimum G.P.A. of 3.0
- Junior or Senior standing preferred

**Interested candidates should forward a cover letter and current resume to**

Rebecca McDonald  
Manager of Programs  
Detroit Historical Society  
5401 Woodward Avenue  
Detroit, MI 48202

Or by email to: [rebeccam@detroithistorical.org](mailto:rebeccam@detroithistorical.org)