



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

Reports to: Manager of Programs

Start Date: January 2012

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 regarding 2012-2013 lecture series
- Assist in preparing for large programs
- Assist Development Department as requested in soliciting program donations
- Design, print and cut event guides and maps
- Assist staff and volunteers on day of large events
- Various administrative duties, including:
 - Update contact information related to all major programs and tour series
 - File
 - Create one-page histories and directions to tour 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

Rosanne Jamieson
Volunteer Coordinator
Detroit Historical Society
5401 Woodward Avenue
Detroit, MI 48202

Or by email to: rjamieson@detroithistorical.org