



3939 Nearing Lane ■ Decatur, IL 62521 ■ (217) 423-7708
www.MaconCountyConservation.org

Job Title: Historic Sites Intern
Department: Program Services
Reports To: Historic Sites Manager
Position Status: Full-Time/Non-Exempt

Summary: Under direction of the Historic Sites Manager, the Historic Sites Intern will develop and present programs on the cultural history of Macon County. This internship is a great opportunity for someone starting a career in the historic sites or museum field. Interns gain varied work experience through a wide range of tasks, and while the core duties remain the same each year, special projects and new priorities make each intern's experience unique from year to year. This position is expected to have a seasonal term of mid-May through mid-November, and will have a Monday-Friday schedule with alternating weekends. The position is up to 38 hours per week for the duration. This position is located at Homestead Prairie Farm, a circa 1860 living history house museum, and Rock Springs Nature Center. Both sites are located on the grounds of Rock Springs Conservation Area in Decatur, IL.

Hours: Monday-Friday, 8am-5pm with alternating weekends. Evenings may occasionally be required.

Pay and Benefits: \$16/hour. Free housing is offered in a house next to Bois du Sangamon Nature Preserve by Lake Decatur. All utilities are paid by MCCD except internet and phone. Intern earns Paid Time Off (PTO) beginning first day of employment accruing one hour for every 40 hours worked. PTO may be used after 90 days of employment.

Required Qualifications:

- Graduation from or current enrollment in a history, museum studies, or other relevant program at an accredited college or university
- Must meet a minimum age requirement (21 for bus/van drivers, 18 for all other vehicles), have driving experience, and have a good driving record that meets or exceeds agency standards
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire (training may be provided)
- Complete a successful background check and drug screening
- Problem-solving and communication skills
- Ability to spend majority of time outdoors in varying weather conditions and on uneven terrain

Preferred Qualifications:

- If applying as an intern, official internship status is not required but encouraged
- Experience working with children, whether in a camp, youth program, recreation, or a related field

Key Responsibilities:

- Interpretation/Education
 - Assist with third person interpretation at the MCCD's historic sites, including Homestead Prairie Farm, Bethel School, or other sites as needed.
 - Present public tours in period clothing during regular weekend open houses and events.

- Present educational history programs both on-site and off-site, including for local libraries, school groups, scout groups, and more. Interpret, explain, and answer questions concerning local history.
- Children's Summer Day Camps
 - Develop and lead the District's [History Camp](#) alongside the Intern Interpreter, including creating lesson plans, developing materials, prepping supplies, and presenting educational material to campers.
- Collections/Exhibits
 - Help staff plan, set up, or remove exhibits at Rock Springs Nature Center.
 - Assist in collections processing, care, research, and inventory.
 - Assist with the recordkeeping of reproduction period clothing worn by staff and volunteers for tours and programs.
- Research, Marketing, Volunteers, & Administrative
 - Assist with historical research for various projects.
 - Assist with publicity and marketing by writing newsletter articles, press releases, and/or program flyers.
 - Assist with planning and leading activities for special events.
 - Oversee and engage with volunteers during tours and programs.
- Other
 - Maintain positive working relationships with District employees and the general public.
 - Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

- Must be capable of working independently.

Psychological Considerations:

- Must be capable of working with people of all ages.

Physiological Considerations:

- Must be able to lift up to 25 pounds.
- Ability to stand, walk, and sit.
- Physical dexterity and fine motor skills to operate computer and audiovisual equipment.

Environmental Considerations:

- Exposed to various weather conditions including rain and extreme heat.
- Indoor environmental considerations include those typical of an office.

Cognitive Considerations:

- Must be able to understand written and verbal instructions
- Must be able to solve practical problems
- Must use good safety awareness and judgment
- May be required to respond to emergencies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.