

ART AND HISTORY INTERNSHIP

An excellent opportunity for an individual with a passion for history and art in one of Michigan's most popular summer locations

INTRODUCTION: This paid internship, running from May to October, is a shared project between the Mackinaw Area Historical Society (MAHS) and the Mackinaw City Area Arts Council (MCAAC), assisting volunteers that provide services to these two community organizations. The individual selected will report to an intern supervisor from MCAAC and MAHS. Following are descriptions of the two non-profits and the scope of the internship as it applies to both groups.

MAHS: In partnership with the Village of Mackinaw City, the Mackinaw Area Historical Society, a 501(c)3, has developed an architectural museum reflecting life in the Straits of Mackinac area between 1880 and 1917. This time period represents unparalleled changes in settlement, housing, transportation, communications and health care in the era between two wars that altered the United States and the world, the American Civil War (War between the States) and the First World War. Currently the Village consists of nine buildings that are either original, relocated structures or reconstructed examples. Heritage Village is a Mackinaw City village park which is open daily with guided, docent tours on Friday - Mondays 1:00 - 5:00 PM, from Memorial day to Labor Day. Visit our website at www.mackinawhistory.org for more information.

MCAAC: Mackinaw City Area Arts Council, a 501 (c)3 organization, was first established in 2011. Our mission is to promote and encourage participation in and appreciation of the fine arts in the greater Mackinaw City Area through exhibits, education, activities and performances throughout the year. Thanks to the generosity of owner, Jim Wehr, for the past two summers we were able to maintain a venue in The Crossings at our Cultural Center. We continually strive to offer opportunities for children and adults to pursue artistic interests in a variety of media. Music in Mackinaw, a separate entity under the umbrella of MCAAC, provides Tuesday and Saturday performances during the summer season. We are also dedicated to promoting local artists through gallery exhibits, demonstrations and workshops.

LOCATION and SCHEDULE: The work week would be 20 hours per week per organization with a specific schedule to be determined. Venues include Heritage Village located 1 ½ miles west of Mackinaw City and the Cultural Center located in The Crossings in the downtown area. The employee may be asked to work mornings, evenings and/or holidays as needs dictate.

RESPONSIBILITIES:

These are sample of requirements, but are not intended to be all inclusive.

- Put our visitors first by treating them as respected guests and serving their needs.
- Volunteer coordinator—recruiting, training and scheduling volunteers
- Exhibits— coordinate, help build, set up, maintain and close up exhibits
- Onsite presence when open as available.
- Scheduling artists' displays and workshops. (MCAAC)
- Planning Art 4 Kids one afternoon each week and securing teachers for each session. (MCAAC)
- Promotion of events and activities. (MCAAC)
- Cataloguing archives and artifacts using Past Perfect (MHAS)
- Communicating with the manager/owner of the Crossings regarding open hours, scheduled events and to encourage their financial sponsorship of art related performances.

The ideal candidate will need to be self-motivated, able to work alone, self-disciplined, responsive to visitors, familiar with the area and its history and have good communication skills. Subsidized housing will be provided in the area but transportation to and between venues will be the responsibility of the successful applicant. Applications will be reviewed by a select committee comprised of members from both organizations.