



Internship Opportunities

Introduction

As the National Railroad Museum expands with new programs, exhibits and objects, staffing needs also grow. Much of that staff comes in the form of un-paid interns who are committed to enriching the Museum and its offerings with their skills and time, as well as earning college credits. Interns spend about 12-15 hours per week completing a specific project that benefits the Museum and earns the intern college credit.

Please feel free to browse our listings of current internship projects and contact us with your interests. For additional information, contact Jacqueline D. Frank at (920) 437-7623,x-24 or jdfrank@nationalrrmuseum.org.

Communications

Press Releases & Written Communications

- Press releases with the intended distribution of Wisconsin news media and the National Railroad Museum's website need to be written for all upcoming events.
- Editorial assistance is needed for Rail Lines, the Museum's quarterly newsletter.
- Editorial assistance is needed for the content of the museum *E-News*.

Graphics

- Brochures, banners, newsletter layout and other graphic design projects

Education

Outreach Activities

- Develop an hour-long program that can be taken to grade schools and may be adapted for grades 1- 5. Program will be interactive/ hands-on with use of multiple teaching approaches, and must meet Wisconsin teaching standards. It will utilize the National Railroad Museum's educational objects collection. Program topic must include the history of railroading, but the subtopic can be chosen by the intern with approval from the Director of Education. Program design must include written research, training materials for volunteers, pre and post visit materials, bibliography of historical and literary works, and evaluation materials.
- Develop an hour-long program that can be taken to an adult audience. Program may feature an aspect of railroad history or about the history of the Railroad Museum. Program design must include a PowerPoint presentation with numerous images from the NRM archives and collections, written research, training materials for volunteers, bibliography of additional resources, and evaluation materials.

Exhibits

- Interns needed for assistance in exhibit development and installation.

Library & Archives

Digitization and Photography

- Digitization of all collections photographs. The digitized images will be used for cataloging, as well as providing researchers and media with the image at little risk to the original.
- Photograph each piece in the three-dimensional object collection for use in the permanent catalog records.



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Cataloging and Inventory

- Catalog the Chicago, Burlington & Quincy map collection comprised of approximately 1,000 maps in scroll form, and dates from 1880–1950.
- Catalog the Chicago & North Western and Green Bay & Western Surveyors notebooks.
- Inventory the three-dimensional object collections.

Restoration & Maintenance

- Restore rolling stock as part of a long-term preservation project. Knowledgeable use of tools is required. Supervisor will assess abilities and make assignments accordingly.