

## **Intern Program at James H. Andrew Railroad Museum and History Center Boone, IA *Spring/Summer 2018***

The purpose of the Intern Program at the James H. Andrew Railroad Museum and History Center is to provide college interns with a meaningful experience in museum programs and operations. The intern program will provide several opportunities to conduct valuable research and provide a clear and understandable set of products that will relay the story of railroads in Iowa. It will also allow interns to become familiar with a variety of tasks allowing the museum to create a positive experience for visitors. The museum was dedicated in May, 2012 and there are several programs under development that can provide a stimulating and responsible environment for enthusiastic interns.

The purpose of the museum is to enhance the visitor experience for visitors who ride the trains of the Boone and Scenic Valley Railroad; to preserve railroad artifacts and archives; to document the experiences of people involved in railroad careers; and to explain the relationship between railroad development and the growth of Iowa. The museum consists of a 9,000 square foot facility that stores and displays railroad artifacts. We are in the process of updating the museum portion of our website. This furthers the mission of the museum.

There are several topics that need research for future projects in 2018-9. Research is conducted using museum resources; internet based information; other railroad historical organizations; or, other local and state historical avenues. This internship also includes structured interaction with visitors to the museum. This will include acting as a tour guide through the museum and familiarization with our historic train ride.

There are three major areas that the intern can become involved in: historic research, front desk and museum operations. We would like you to be exposed to all.

### **RESEARCH PROJECTS 2018 RAILROAD HISTORY**

Interns can research, assist and contribute to several exhibit(s) one is called *Life in a Caboose*, the other focuses on *Electric Railroads of Iowa*. Both should prove to be very popular with the public.

#### ***Life in a Caboose (2018 Program)***

This exhibit for the upcoming spring/summer will focus on the purposes of railroad cabooses, their origins, zenith and eventual removal from many U.S. railroads.

In addition this exhibit will inform and educate the public on just what life was like riding at the end of a one hundred car train consist across the United States. We use Adobe Photoshop, Illustrator, In Design, Word, Powerpoint and other programs to relay our exhibit topics.

The intern will work with Interactive programming (we will have two kiosks to create for this exhibit) and learn design techniques.

The second major future project exhibit wise we have planned is called ***Electric Railroads of Iowa***. It will open in May of 2019. This will include 15 banners (500 words per banner needed), an interactive component - 2 kiosks-(one video), the other a question/answer kiosk. This is a great chance to learn or hone your skills when working with the above software.

## **MUSEUM OPERATIONS**

There are additional challenging opportunities for interns. The museum collection is in the process of being cataloged. We have been utilizing *Past Perfect museum software* during the past five years with the eventual goal of logging in all museum artifacts. Other curatorial tasks include researching and implementing good museum practices for the preservation of artifacts and archives.

## **WEBSITE AND TECHNOLOGICAL DEVELOPMENT**

The museum website for both the Boone and Scenic Valley Railroad and the James H. Andrew Railroad Museum is called [www.bsvrr.com](http://www.bsvrr.com). There is a section devoted solely to our museum. There is a great opportunity to write articles of interest with photo support and post for the public in this area.

## **QUALIFICATIONS AND REQUIREMENTS**

Interns must be currently registered as a full or part time student at an accredited Iowa university or college. Interns must also be:

- able to lift up to 25 pounds;
- able to interact effectively with museum and railroad visitors;
- able to synthesize and understand a variety of viewpoints from visitors and museum supporters.
- able to devote at least 10 hours per week in Boone at the museum
- able to work at the museum front desk one day during the week and one weekend day.
- able to have a good working knowledge of computers.

Intern will complete all forms and reports required by their institution for credit for the program.

***Any questions please feel free to call Mike Wendel at the James H. Andrew Railroad Museum and History Center at 800-626-0319.***

## **WORK EXPECTATIONS**

Interns will work primarily at the James H. Andrew Railroad Museum and History Center in Boone. Primary duties will be research as listed in the projects above. Secondary work will include providing museum tours for visitors. Interns with disabilities will be reasonably accommodated. The museum facility is fully accessible. Interns must be able to provide their own transportation to and from Boone.

## **APPLICATION PROCESS**

This is a non-paid internship. We believe you will be challenged and learn valuable tasks which can be used in different work environments. Contact Mike Wendel by e-mail at: [mike@bsvrr.com](mailto:mike@bsvrr.com) to send a Cover letter and resume or call 800-626-0319 to schedule an interview. Interviews will be conducted in Ames or Boone at the museum.