



Internship Application

Organization Description:

The West Des Moines Historical Society is a non-profit dedicated to community enrichment through education, preservation and celebration of the history and heritage of the Greater West Des Moines area and its environs.

Benefits:

- Gain real-world work experience and develop/enhance skills in the areas of program management, marketing, research, problem solving, non-profit management, museum management and interpersonal communication
- Increase knowledge and appreciation of the history of Iowa
- Receive academic credit (pending your advisor's approval)

Position Description/Responsibilities:

- Assist with publicizing special projects and events
- Assist with general marketing and content development for our newsletters, website and blog
- Help with event planning for special events
- Offer basic office assistance, including database management
- Learn the history of the Jordan Home and Bennett School and be able to assist with tours

Qualifications:

- College student seeking professional experience and/or academic internship credit
- Background in any of the following (but not limited to): marketing, non-profit management, journalism/mass communications, museum studies
- Excellent verbal and written communication skills, including strong interpersonal skills
- Ability to be self-directed and work independently while also working as part of a team
- Ability to handle multiple tasks, set priorities and deadlines, and maintain accurate records
- Problem solving skills, including the ability to resolve conflicts and recommend an appropriate course of action
- Proficiency with Microsoft Office software

Work Schedule:

- Internships occur during fall, spring, and summer semesters
- Must commit 10 hours per week; weekly schedule is negotiable and flexible

For more information and an application, please visit www.wdmhs.org/internships

Please direct application and inquiries to:

Gale Brubaker
Program Director
WDMHS
PO Box 65563
West Des Moines, IA 50265
(515) 225-1286/ email: gbrubaker@wdmhs.org



Internship Application

Personal Information

Name: _____

Address: _____

E-Mail: _____ Phone: _____

Academic Information

College/University: _____ GPA: _____

Year in school: _____ Major(s): _____

Availability

Semester applying for (circle): *Fall* *Spring* *Summer*

Indicate days and hours available (must be a min. of 10 hrs a week, between 8:00 a.m. – 5:00 p.m. in 2-3-hour increments):

(M) _____ (T) _____ (W) _____ (TH) _____ (F) _____

Preferred start date: _____ Preferred end date: _____

Academic Credit

If you intend to receive academic credit for this internship, please provide your advisor's contact information:

Advisor's name: _____ Phone: _____

Background Information

Please attach a resume or describe your work experience below, including the name of the companies or organizations you've worked for, their address, phone number and type of business, as well as your position and length of service.

1. _____

2. _____

3. _____



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Background Information (con't.)

Activities/awards/community service: _____

Computer skills (please list specific software/programs): _____

Additional Information

Please describe your career goals: _____

Why do you want to intern with WDMHS? _____

What new skills would you like to gain from this internship? _____

How did you learn about WDMHS? _____

If you have additional information you'd like to include in your application, please include it here:

References

Please list name and phone number of two references. Indicate relationship as personal, work or school:

1. Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

2. Name: _____ Relationship: _____



WEST DES MOINES
HISTORICAL SOCIETY

Preserving the past for the future.

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Phone: _____ E-Mail: _____

Please submit this complete application, a cover letter and your current resume to:

Gale Brubaker
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West Des Moines Historical Society
PO Box 65563
West Des Moines, IA 50265
515-225-1286
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