

Internship Opportunities

Organization	About	Address, Website	Position(s) Offered	How to seek out
Cleveland Museum of Art	<ul style="list-style-type: none"> Founded in 1913 “for the benefit of all the people forever.” strive to help the broadest possible audience understand and engage with the world’s great art while honoring the highest aesthetic, intellectual, and professional standards. proud to be one of the world’s most distinguished comprehensive art museums one of northeastern Ohio’s principal civic and cultural institutions <p>Paid Internship:</p> <ul style="list-style-type: none"> Designed to highlight what Cleveland has to offer to those who may not be familiar with the city or the museum collection art history majors who generally have already developed an area of concentration within their studies \$3,000 stipend 8-week internship <p>Unpaid Internship:</p> <ul style="list-style-type: none"> fall, spring, and summer 	<p>11150 East Boulevard Cleveland, Ohio 44106</p> <p>(216) 421-7350 http://www.clevelandart.org/</p>	<p>Paid:</p> <ul style="list-style-type: none"> two 8-week paid summer-term internships Often placed within education dept. <p>Unpaid:</p> <ul style="list-style-type: none"> Curatorial Education collections management conservation Library human resources marketing/ external affairs performing arts and film 	<p>Paid*:</p> <ul style="list-style-type: none"> submit a 500-word letter of intent résumé with list of relevant coursework a writing sample two letters of recommendation <p><i>Send to:</i> warshawsky@clevelandart.org</p> <p>Unpaid*:</p> <ul style="list-style-type: none"> Send résumé of education and employment including a list of any relevant courses taken a 500-word essay about career goals, interest in museum work, and reasons for applying <p><i>Send to:</i> internships@clevelandart.org</p> <p>*See website for deadlines</p>

Internship Opportunities (Cont'd)

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Cleveland Museum of Natural History	<ul style="list-style-type: none"> considered one of the finest institutions of its kind in North America emphasizes scientific research, conservation and education Permanent exhibits of special interest include the 3 million-year-old human ancestor <i>Australopithecus afarensis</i>, known as "Lucy," and the 150 million-year-old <i>Haplocanthosaurus delsi</i>, one of the most complete mounted sauropods on display anywhere in the world features a planetarium, observatory, discovery center, live animal shows and a wildlife center and woods garden highlighting native Ohio flora and fauna, including bobcats, river otters and birds of prey Traveling exhibitions, lecture series and public programs are offered frequently Amenities include the Museum Store, Blue Planet Café, outdoor picnic tables and on-site parking. curators work in 11 natural science disciplines Outside Museum walls, the Natural Areas Program protects more than 4,000 acres of rare habitat in Northern Ohio 	<p>1 Wade Oval Drive University Circle Cleveland OH 44106</p> <p>(216) 231-4600 www.cmnh.org</p>	<p><i>Adopt-a-student program:</i> Eight weeks \$7.70 per hour + \$200 for expenses for materials required by the project</p> <p>Open to all U.S. citizens who are college undergraduates or who have graduated from college in the current year</p> <ul style="list-style-type: none"> Physical Anthropology Cultural Anthropology Botany Animal Care Zoology Paleontology Archeology Paleobotany <p><i>Individual department Internships also available.</i></p>	<p><i>Adopt-a-student program:</i> 1. Complete application 2. Briefly state choice of research areas, interests, work experience, info to support your application, how you expect to benefit from your experience 3. 2 letters of recommendation from instructors</p> <p><i>For individual dept. Internships Contact the director of the dept:</i> Joel Alpern, Director of Exhibits (216) 231-4600, ext. 3364 jalpern@cmnh.org</p> <p>Andy Jones Director of Science & Curator of Ornithology Research & Collections Dept. (216) 231-4600, ext. 3332 ajones@cmnh.org</p> <p>Jim Bissell Director of Conservation (216) 231-4600, ext. 3219 jbissell@cmnh.org</p> <p>Carin Miller Director of Education (216) 231-4600, ext. 2048 cmiller@cmnh.org</p> <p>Wildlife Resource Center Dept. Harvey Webster, Director (216) 231-4600, ext. 3290 hwebster@cmnh.org</p>

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Cuyahoga County Archives	<ul style="list-style-type: none"> Converted mansion Holds all public documents and records generated by Cuyahoga County agencies Archives contain ability to track genealogy, birth and death certificates 	2905 Franklin Blvd. Cleveland, OH 44113 http://publicworks.cuyahogacounty.us/en-US/Archives.aspx	<ul style="list-style-type: none"> Sort, catalogue Provide guides to the archive's collections Learn the fundamentals of preservation, arrangement, and description of archives 	<i>For more info:</i> Dr. Judith G. Cetina, Ph.D. (216) 443-7250 archive@cuyahogacounty.us
Great Lakes Science Center	<ul style="list-style-type: none"> Offers more than 340 interactive science exhibits and a six story tall Omnimax theater Internships are project-based require a preset schedule minimum 15 hours per week Home to the William G. Mather 	Volunteer Office 601 Erieside Avenue Cleveland, Ohio 44114 (216) 694-2000 http://www.glsc.org/volunteer.php	<ul style="list-style-type: none"> Marketing education 	<i>Submit current resume and letter of interest to:</i> volunteer@glsc.org
Heritage Hall Museum at Lakeside Heritage Society	<ul style="list-style-type: none"> Lakeside Heritage Society is a non-profit corporation dedicated to preserving the rich history of Lakeside, Ohio, one of the last remaining Chautauqua-type cultural and spiritual enrichment institutions in the world operates Heritage Hall Museum & the Lakeside Heritage Archives 	Heritage Hall Museum 238 Maple Avenue Lakeside, Ohio 43440 (419) 798-5519 www.lakesideheritagesociety.org	<ul style="list-style-type: none"> Summer curator at Heritage Hall Museum 	info@lakesideheritagesociety.org
Lorain County Historical Society	<ul style="list-style-type: none"> educational programs and activities publications Lectures Workshops museum tours outreach programs sponsors local genealogical chapter, County Preservation Network operates a archive/research library 	Lorain County Historical Society 509 Washington Avenue Elyria, Ohio 44035 (440) 322-3341 www.lakesideheritagesociety.org http://www.lchs.org/	<i>For more information and internships available, contact:</i> <div style="text-align: center;"> Bill Bird Executive Director (440) 322 - 3341 </div>	

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Maltz Museum of Jewish Heritage	<ul style="list-style-type: none"> opened in 2005 builds bridges of tolerance and understanding by sharing the Jewish-American experience exhibitions films oral histories photographs artifacts Internships and volunteer positions available 	2929 Richmond Rd. Beachwood, OH 44122 (216) 593.0575 www.maltzmuseum.org	<ul style="list-style-type: none"> Public Programs Tour guide office work contact museum members community events fundraising data entry photography graphic design social media 	<i>Volunteer form:</i> http://www.maltzmuseum.org/pdf/volunteer-application.pdf <i>For more info:</i> Martha Sivertson Director of Volunteers & Visitor Services 216-593-0575 x226 <i>e-mail available through website</i>
Ohio Historical Society	<ul style="list-style-type: none"> Interpreting, collecting, preserving the state's heritage 1.5 million Ohio historical, archaeological, and natural history items One of the largest state historical organizations in the country, membership of over 9,000. not-for-profit 	800 E. 17th Ave. Columbus, OH 43211 (614) 297-2300 www.ohiohistory.org	<ul style="list-style-type: none"> Special events in Civil War era- Ohio Village Tour guides Educational aides Library assistants Archaeology, curatorial Data entry clerks museum shop 	<i>For list of current internship or volunteer opportunities:</i> http://ohsweb.ohiohistory.org/portal/donate-p.shtml
Shaker Heights Historical Society	<ul style="list-style-type: none"> Preserve, exhibit artifacts, documents and photographs Educate students community events and programs Collaborate with local groups to preserve and protect Shaker Heights' historic buildings and scenic landscapes 	16740 South Park Blvd. Shaker Heights, Ohio 44120 (216) 921-1201 www.shakerhistory.org	<ul style="list-style-type: none"> Museum Collections Library Museum Education Web Design Graphic Design internships designed to meet course requirements 	<i>Send resume & cover letter stating the area in which you wish to intern to:</i> Lynne Hutchison at lhutchison@shakerhistory.org *Volunteer opportunities also available

Western Reserve Historical Society Volunteer and Internship Opportunities

Organization	About	Address, Website	Position(s) Offered	How to seek out
Crawford Auto Museum	<ul style="list-style-type: none"> showcases historically and technologically significant automobiles, aircraft, bicycles, horse-drawn vehicles, motorcycles, spacecraft, related accessories, and archival materials illustrates the development of transportation and its connection to the culture and history of Northeast Ohio, U.S, and world donated to the Western Reserve Historical Society in 1963. Since then, it has grown to approximately 150 vehicles and aircraft. 	10825 E. Boulevard Cleveland, OH 44106 (216) 721-5722 www.wrhs.org	<ul style="list-style-type: none"> three part program of education, mentorship, and service adapt to scientific, technological, and engineering advances exciting challenges in antique and classic autos and airplane restoration and preservation Must have experience with or interest in the Automotive industry Minimum 1 year Nights/weekends 	<p><i>Complete application:</i> http://www.wrhs.org/images/company_assets/512F1C7F-0D64-4A5E-9D91-785DC064755F/internapp1_b302.PDF</p> <p>attach a resume and cover letter to: volunteer@wrhs.org</p> <p><i>For more info:</i> Becky Carlino Director of Community Engagement volunteer@wrhs.org (216)721-5722 x1402</p>
Hale Farm	<ul style="list-style-type: none"> Cuyahoga Valley near Bath, Ohio, outdoor living history museum and a premier collection and property Daily mid-19th century life is depicted through dozens of historic structures, farm animals, heritage gardens and artisan demonstrations such as candle-making, blacksmithing, sawmilling, and hearth cooking All interns attend a two-hour class once a week for 9 weeks learning about the practice of Historical Society operations 	2686 Oak Hill Road, Bath, Ohio 44210 (330) 666-3711 1-877-HALEFARM www.wrhs.org	<ul style="list-style-type: none"> Operations Interpretation 	<p><i>Complete application:</i> http://www.wrhs.org/images/company_assets/512F1C7F-0D64-4A5E-9D91-785DC064755F/internapp1_b302.PDF</p> <p>and attach a resume and cover letter and return to: volunteer@wrhs.org</p> <p><i>For more info:</i> Becky Carlino Director of Community Engagement volunteer@wrhs.org (216)721-5722 x1402</p>

Western Reserve Historical Society Volunteer and Internship Opportunities (Cont'd)

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Western Reserve Historical Society History Center	<ul style="list-style-type: none"> all internships available are unpaid The Summer Internship in Public History ideal for those thinking of working with: Museum Management, History Majors, Fundraising, Education, Interpretation, Non-profit management, Curatorial, Registrar, Exhibit design/production, Research Summer Public History Internships are available at the History Center in University Circle 	10825 East Boulevard, Cleveland, Ohio 44106 (216) 721-5722 www.wrhs.org	<ul style="list-style-type: none"> Development, fundraising Marketing Sales Finance Education Archival processing Facilities and grounds Museum protections services Collections processing, maintenance Library reference Digital networking Website development library/archives research registrar Curatorial museum education 	<p><i>Complete application:</i> http://www.wrhs.org/images/company_assets/512F1C7F-0D64-4A5E-9D91-785DC064755F/internapp1_b302.PDF and attach a resume and cover letter and return to: volunteer@wrhs.org</p> <p><i>For more info:</i> Becky Carlino Director of Community Engagement volunteer@wrhs.org (216)721-5722 x1402</p>

National Park Service (NPS) Internship and Volunteer Opportunities

Organization	About	Address, Website	Position(s) Offered	How to seek out
Cuyahoga Valley National Park	<ul style="list-style-type: none"> • Short distance from Cleveland, Akron • refuge for native plants and wildlife • provides routes of discovery for • Cuyahoga River gives way to deep forests, rolling hills, and open farmlands • Towpath Trail follows historic route of Ohio & Erie Canal 	15610 Vaughn Road Brecksville, Ohio 44141 Program Information (330) 657-2752 http://www.nps.gov/cuva/index.htm	<ul style="list-style-type: none"> • Cuyahoga Valley Scenic Railroad • Visitor information • Park ambassador • Tour guide 	<i>For a list of current opportunities:</i> http://www.nps.gov/cuva/supportyourpark/volunteer-activities.htm <i>For more info:</i> Lisa Meranti Director of Volunteer Services lmeranti@forcvnp.org (330) 657-2381
Dayton Aviation Heritage National Historic Park	Includes: <ul style="list-style-type: none"> • Wright Cycle Company complex • Wright Brothers Aviation Center at Carillon Park • Huffman Prairie Flying Field and Interpretive Center on Wright-Patterson Air Force Base • Paul Laurence Dunbar State Memorial • Hawthorn Hill 	16 S. Williams Street, Dayton, Ohio 45402 Wright-Dunbar Interpretive Center (937) 225-7705 http://www.nps.gov/davy/index.htm	<ul style="list-style-type: none"> • answer visitor questions • start films in theaters • handle sales material • opportunity to learn about literary history, early aviation, and Progressive-era Dayton 	<i>For more info:</i> Robert Petersen Volunteer Coordinator 937-225-7705 E-mail available through website
First Ladies National Historic Site and National First Ladies' Library	<ul style="list-style-type: none"> • Two properties: home of First Lady Ida Saxton McKinley, seven-story 1895 City National Bank Building • honors lives and accomplishments of First Ladies • operated by the National First Ladies' Library 	National First Ladies Library 205 Market Avenue South Canton, Ohio 44702-2107 (330) 452-0876 http://www.nps.gov/fila/index.htm	<ul style="list-style-type: none"> • Visitor tours on the achievements of our nation's First Ladies, and the life of Ohio First Lady, Ida Saxton McKinley. • assisting with special events 	<i>For more info:</i> Megan McQuillen Volunteer Coordinator 330.452.0876 ext. 313 e-mail: mmcquillen@firstladies.org

National Park Service (NPS) Internship and Volunteer Opportunities (Cont'd)

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Hopewell Culture National Historic Park	<ul style="list-style-type: none"> Includes Hopewell mounds of various shapes and enclosures often built in geometric patterns Located in the Ohio River Valley Hopewell earthworks were used for a variety of ceremonial and social activities between 200 BC to AD 500 Allows learning and reflection for these sacred spaces 	<p>Hopewell Culture National Historical Park 16062 State Route 104 Chillicothe, Ohio 45601</p> <p>(740) 774-1126 http://www.nps.gov/hocu/supportyourpark/index.htm</p>	<ul style="list-style-type: none"> assisting park staff with projects and programs interpretive biological archeology maintenance 	<p><i>For current volunteer opportunities:</i> http://www.nps.gov/hocu/supportyourpark/index.htm</p> <p><i>For more info:</i> volunteer coordinator 740-774-1126</p>
Perry's Victory & International Peace Memorial	<ul style="list-style-type: none"> Established to honor those who fought in the Battle of Lake Erie during the War of 1812 Celebrates long-lasting peace between Britain, Canada and the U.S. 352 foot Doric column located 5 mi. from the longest undefended border in the world 	<p>Perry's Victory & Int'l Peace Memorial Put-in-Bay, Ohio 43456</p> <p>(419) 285-2184 http://www.nps.gov/pevi/supportyourpark/volunteer.htm</p>	<ul style="list-style-type: none"> front desk assisting with special events Consider volunteering during the off-season (Oct. - March. Winters are peaceful and beautiful housing may be available esp. during winter months 	<p><i>For more info:</i> Park Ranger Jeff Helmer (419)285-2184</p>
William Howard Taft National Historic Site	<ul style="list-style-type: none"> Preserves the Birthplace, home of Pres. Taft Est. in 1969 to preserve the home and give visitors an understanding of the environment that shaped Taft home and a portion of the cultural landscape restored to appearance of 1857 - 1877 Visitors get glimpse of the natural environment that Taft saw in this Mount Auburn neighborhood. . 	<p>William Howard Taft National Historic Site 2038 Auburn Ave. Cincinnati, Ohio 45219</p> <p>(513) 684-3262 ext. 201 http://www.nps.gov/wiho/index.htm</p>	<ul style="list-style-type: none"> Visitor Interpreter to exhibits Assists in visitor center 	<p><i>For current opportunities:</i> http://www.nps.gov/wiho/supportyourpark/volunteer.htm</p>

Volunteer Opportunities

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Century Village: Geauga County Historical Society	<ul style="list-style-type: none"> • non-profit volunteer institution, Board of Trustees • Public education and preservation • Civil war reenactments • Fundraisers • Antique Power and Steam Equip. Show • Festivals 	Geauga County Historical Society & Century Village Museum 14653 East Park Street Burton, OH 44021 (440) 834-1492 info@geaugahistorical.org	<ul style="list-style-type: none"> • Collections • Gardening • Facilities and Maintenance • Office admin. • Education • Event coordinating • PR/Marketing • Historical Artisans • Reenacting 	<i>Contact:</i> Elizabeth Wantz Curator 440-834-1492
Cleveland Botanical Gardens	<ul style="list-style-type: none"> • Founded in 1930, it has evolved into a community treasure • 10 acres in University Circle • Education: 12,500 school children/yr • Applied Research and exploration • conserving the environment, plant-based health and nutrition, plant science, best horticultural practices for home or community • Events/Programs: WinterShow, Orchid Mania 	11030 East Boulevard Cleveland, Ohio 44106 (216) 721.1600 www.cb garden.org	<ul style="list-style-type: none"> • Academic program docent • Glasshouse interpreter docent • Group/Public tour guide docent • Hershey Children's Garden Volunteer • Library Aide • School Group Volunteer • Public Programs Volunteer 	<i>Volunteer Application:</i> http://www.cb garden.org/Volunteer/Application2.html <i>For more info:</i> Jeanette Savage Volunteer Services jsavage@cb garden.org 216.707.2822
Cleveland Museum of Natural History	<ul style="list-style-type: none"> • emphasizes research, conservation and education • planetarium, observatory, discovery center, live animal shows, wildlife center, garden • Traveling exhibits, lecture series and public programs • curators work in 11 natural science disciplines • 4,000 acres of rare habitat 	1 Wade Oval Drive University Circle Cleveland, OH 44106 (216) 231-4600 www.cmnh.org	<ul style="list-style-type: none"> • Collections • Research • special events • public relations • staff support • education • retail 	<i>Application can be found at:</i> http://www.cmnh.org/site/GetInvolved/VolunteerApp.aspx **Individual membership to the museum is required** <i>For more info:</i> Donna Brant (216) 231-4600, ext. 3252 dbrant@cmnh.org

Volunteer Opportunities (Cont'd)

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Cleveland Restoration Society	<ul style="list-style-type: none"> • Create vibrant, high-value neighborhoods in key historic areas • Encourage the preservation of Cleveland's greatest landmarks • Advocate for preservation-friendly public policies • Celebrate and communicate the positive role of preservation 	Sarah Benedict House 3751 Prospect Avenue Cleveland, OH 44115 (216) 426-1000 http://www.clevelandrestoration.org	<ul style="list-style-type: none"> • Assist with events • Historical research • Taking photographs • Program projects 	<i>Volunteer form:</i> http://www.clevelandrestoration.org/support/volunteer_FOR_M.php <i>Contact for more info:</i> Felicia Hall Director of Admin. felicia.hall@clevelandrestoration.org (216) 426-3110
Great Lakes Science Center	<ul style="list-style-type: none"> • Offers more than 340 interactive science exhibits and a six story tall Omnimax theater • William G. Mather Steamship • Volunteers are asked to make a minimum commitment of one 4-hour shift per week for 3 months. Some college preferred. 	Volunteer Office 601 Erieside Avenue Cleveland, Ohio 44114 (216) 694-2000 http://www.glsc.org/volunteer.php	<ul style="list-style-type: none"> • engage guests in galleries including the NASA Glenn Visitor Center, BioMedTech Gallery, Steamship William G. Mather • facilitating hand-on-activities • informal and formal demonstrations via portable cart or on stage 	<i>For current positions:</i> volunteer office (216) 696-5339 volunteer@glsc.org
Hudson Historical Society	<ul style="list-style-type: none"> • maintain an extensive genealogy and local history collection • provides a well-rounded selection of materials for researchers, with an emphasis on sources for the eastern United States and especially Ohio • enhanced by a wide variety of genealogical periodicals • microfilm collection • vital records • Provides access to subscription websites such as ancestry.com and free sites such as the Ellis Island records 	96 Library Street Hudson, Ohio 44236 (330) 653-6658 www.hudsonlibrary.org	<ul style="list-style-type: none"> • information kiosk • basic genealogy and/or local history • Oversee Teen library programs • program preparation and assistance • assembling booklists • Inter-library loan staff • computer center • sort and separate books 	<i>Application can be found at:</i> http://www.hudsonlibrary.org/VolunteerOpportunities/Volunteers.html <i>For more info:</i> Susan Malarik Volunteer Coordinator 330-653-6658 Ext. 1042 sue.malarik@hudson.lib.oh.us

Volunteer Opportunities (Cont'd)

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The Ohio Memory Project	<ul style="list-style-type: none"> • collaborative digital library project of the Ohio Historical Society and the State Library of Ohio • Est. by the Ohio Historical Society in 2000 to provide access to historical treasures of Ohio, bring together primary sources in an online scrapbook • celebrates state and local history • encourages cooperation between archives, historical societies, libraries, museums • allows global discovery and exploration of Ohio's rich past 	Ohio Historical Center 1982 Velma Ave. Columbus, OH 43211 www.ohiomemory.org	<ul style="list-style-type: none"> • digitize collections • create descriptions • transcribe documents • perform quality control 	<i>For more info:</i> Aaron O'Donovan aodonovan@ohiohistory.org
Stan Hywet Hall & Gardens	<ul style="list-style-type: none"> • Home to the estate of the F.A. Seiberling family, co-founders of Goodyear Tire and Rubber Co. • acquires, preserves, and provides access to rare and unique materials that document the estate, the Seiberling family, construction, and life on the estate • scholarly resource for staff, volunteers, local, regional, national and international scholars and researchers • houses scholarly resources, rare books, manuscripts, photographs, maps, architectural drawings, prints, audiovisual materials, sound recordings, newspapers, journals, and other research materials that are part of the Seiberling legacy. Includes an abundance of British and American literature 	714 North Portage Path Akron, OH 44303 (330) 836-5533 (888) 836-5533 www.stanhywet.org	<ul style="list-style-type: none"> • Museum & curatorial • Horticulture • Guest services • Education 	<i>To apply, fill out application and reference forms:</i> http://www.stanhywet.org/volunteer/volunteer_view.aspx?UID=1ce21b65-e792-4430-be7c-a7a6969db00f <i>For more info:</i> Jamie Hale Human Resources Specialist (330) 315-3224 jhale@stanhywet.org