

HISTORIC WICOFF HOUSE MUSEUM

INTERNSHIP APPLICATION

Township of Plainsboro
641 Plainsboro Road, Plainsboro, NJ 08536
museum@plainsboronj.com
www.wicoffhouseplainsboro.com

Name

Address

Phone

Email

Age

School

Parent/Guardian Name

Phone

Email

Type of Internship Desired

ARCHIVES: Intern will assist with the organization, cataloging and/or digitization of archives/collections. Intern may learn how to properly organize and store collections, use collections management software and/or digitize collection content.

EXHIBITS: Intern will assist with the creation of rotating exhibits. Intern may learn how to research objects for inclusion in exhibits, organize exhibits, create exhibit labels and brochures and/or create digital exhibits.

MARKETING: Intern will assist with marketing the museum generally and/or for specific events and programs. Intern may learn how to update the museum website and social media platforms, create collaborations with community businesses and organizations, create brochures and other marketing material and/or write articles and press briefings about the museum.

PROJECT: Intern will spearhead a specific project for the development of the museum, which may be chosen by the intern or suggested by museum staff. Examples include historic resource surveys, collection assessments, collaborative events and programs, fundraisers, sustainability studies, etc.

RESEARCH: Intern will create or update information in the museum files pertaining to some part of Plainsboro's history, including significant persons, places, businesses, organizations and events. Intern will utilize records from the museum, other archive/library locations and internet sources to create or update the museum file on their chosen topic.

Available Schedule (*interns must devote at least 6 hours each week to the internship*)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Requested Start Date

Length of Internship Desired

Are you now or have you ever volunteered for the museum? yes no

What do you hope to learn from or accomplish with this internship?

Signature

Parent Signature (*if under 18*)

Date

Date