



The Barker Mansion
631 Washington St.
Michigan City, IN 46360
(219) 873-1520
Contact: Director Emily Reth
ereth@emichigancity.com
www.barkermansion.com

Job Title: Development Intern
Department: Barker Civic Center
Reports to: Director

Internships are designed for a minimum commitment of 20 hours per week for a minimum of 12 weeks with consideration given to individual university requirements. Educational programs which operate on a quarterly basis will be accommodated.

Motivated students who are seeking hands-on experiences in a team-oriented environment will find excellent opportunities at the Barker Mansion. Internships are available which provide learning opportunities in archival preservation, research, event management, communication and marketing, development, and educational programming. Positions are offered each semester. Applications are accepted at any time, and internships are open until filled.

We are committed to excellence and working at the highest standards of integrity and professionalism. As interests in the Barker Mansion expand, we as museum staff, also must accommodate. This position will highlight some of the interpretive changes the mansion will be fully committing to in order to make a more impactful online experience for the community.

Position Description:

The development intern assists the Director in the following ways:

Support for the management and execution of internal museum events, grants, research, writing and preparation prospect research, evaluation and cultivation of special projects including VIP tours, daily development office activities, including database support and filing.

This intern will provide key information for grants for the Barker Mansion and assist with on-going research initiatives.

Candidates with experience/interest in public history, history, art history, archaeology, public relations, communications, marketing, event management are preferred. Applicants should have excellent written and verbal communication skills. PowerPoint and Excel expertise are encouraged, but not required.

Application Process

Email resume, cover letter, and three references to ereth@emichigancity.com