



Internships at Forbes House Museum

The Forbes House Museum, Milton, MA, seeks energetic college undergraduate and graduate students eager to work in a historic house museum for spring semester and/or summer 2013. Internships are available in four areas of concentration: collections cataloging and care, development, museum education and marketing.

The internship program at FHM provides students with the opportunity to work directly with the museum director and staff. Along with assigned projects in collections, development, education or marketing, interns will gain experience in day-to-day operations. They will participate in implementing museum tours, special events and routine office work.

Qualifications:

Applicants must have excellent communication, interpersonal and organization skills. They must be willing to work collaboratively with a small staff, and be willing to work on occasion with the public. Applicants must be enrolled in undergraduate or graduate programs in museum studies, public history, museum and/or arts education, non-profit management or other related field. Strong computer and social media skills are a must.

Internships for spring semester require 10 hours per week or more; summer internships can be more intensive. The FHM offers flexible hours during the week; on occasion interns may be asked to participate in weekend programs or special events.

To Apply:

Send resume and cover letter by e-mail to Robin M. Tagliaferri, Executive Director, at r.tagliaferri@forbeshousemuseum.org or Paolo Di Gregorio, Museum Educator, at g.digregorio@forbeshousemuseum.org.

Forbes House Museum, 215 Adams Street, Milton, MA 02186
617.696.1815 www.forbeshousemuseum.org

Collections and Curatorial

Internship will consist of cataloging, accessioning and researching portions of the museum's collection, which includes decorative arts from the American China Trade, Chinese, American and European painting and furniture, Civil War and President Lincoln memorabilia, 19th century household artifacts, and nautical artifacts and ship replicas.

Education and Interpretation

Internship will offer opportunities to research, develop, design and implement educational projects based on the museum collection and the 19th century history of the China Trade, the Forbes Family, the Irish Famine and Milton/Boston.

Development

Internship will offer the opportunity to work with the museum's annual appeal, the Forbes House Museum Fund. Interns will assist in the design and production of donor materials and publications, maintenance of the database (Past Perfect), identification grant making foundations, research in new approaches to fund raising, and processing of promotional mailings.

Marketing and Events

Internship will provide the opportunity to expand the museum's marketing and social media campaigns with focus on creating e-mail announcements (using Constant Contact), writing press releases and maintaining the FHM Facebook page and Twitter account. Interns are encouraged to develop new marketing initiatives to promote the museum, its collection, tours and special events. They will also participate in implementing special events, group tours and programs.

About the Forbes House Museum:

The Forbes House Museum, built in 1833, is a historic Greek revival mansion, built for Margaret Perkins Forbes (1773– 1856) by her sons, Captain Robert Bennet Forbes (1804– 1889), and John Murray Forbes (1813– 1898). Captain Forbes was an American China trade merchant, designer, writer and philanthropist of international stature. Throughout the 19th century, the Captain and his family were leaders in U. S. trade in Canton, establishing the Boston-based Russell & Company. The Museum collection includes Chinese export porcelain and silver, and American, European and Chinese paintings and furniture. Mary Bowditch Forbes (1878– 1962), granddaughter of the Captain, collected President Lincoln memorabilia, and built a replica of Lincoln's log cabin on the grounds of the estate.

The Forbes House Museum is located on Milton Hill, overlooking Boston city skyline, Neponset River Marshes and Boston Harbor. Tours of the Museum are available by reservation on Wednesday, Saturday and Sunday at 1 and 3pm.

For more information about the Museum's programs, group tours and special events, call our office at 617.696.1815 or e-mail us at info@forbeshousemuseum.org. Visit our website at www.forbeshousemuseum.org.