

# 2016 Internship Opportunities at the Cherokee Strip Regional Heritage Center

The Cherokee Strip Regional Heritage Center, located in Enid, Oklahoma, is a property of the Oklahoma Historical Society. Daily operations of the Heritage Center are governed by a non-profit organization, Cherokee Strip Regional Heritage Center, Inc. Enid is located in northwestern, Oklahoma, approximately 90 minutes north of Oklahoma City.

The Heritage Center provides internship opportunities for under graduate and graduate students who intend to pursue careers in fields of museums and heritage management. The internship program provides practical training and experience in museum and non-profit practices. The internship program is designed to offer meaningful educational experiences to enhance the classroom study towards becoming a museum professional.

## About the Cherokee Strip Regional Heritage Center

### Mission:

“To tell the extraordinary stories of settling the Cherokee Strip and share the inspiring lessons of leadership with future generations.”

### Vision:

The Cherokee Strip Regional Heritage Center is an institutional leader that:

- Presents the region’s rich heritage through discovery, learning and inspiring leadership.
- Celebrates and commemorates the spirit of the Cherokee Strip Pioneers and relates that spirit to the present and the future.
- Serves other heritage organizations with the common goal of better understanding the history and culture of the Cherokee Strip.
- Collects, preserves and presents the history of Northwest Oklahoma with emphasis on explaining why history matters.

### Values:

- **Mission/Vision** - All operations are planned and carried out to fulfill the Mission and Vision.
- **Service** - We consider the needs and interests of our region in our decision-making.
- **Integrity**-We maintain the highest ethical standards insisting on authenticity, intellectual integrity, transparency, and balance in programs, operations, and the stewardship of collections.
- **Excellence**- We demand excellence in all efforts through operations, exhibits, programs and decision-making.
- **Creativity** -We exercise creativity and imagination as we address new opportunities and challenges while respecting and building on our accomplishments.
- **Fiscally Sound** -We live within our means while developing the support base for our future.
- **Leadership** -We promote the development of individual leadership while serving as a respected leader in the museum field.

### **About the Internship**

Three internship start dates are available each school year. All internships meet the CSRHC General Museum program outline. However, each internship is tailored to meet the student's class requirements, hours, credits, etc. The completed internship application packet and written approval of the instructor and department chair is required one month prior to the beginning of the intended internship.

The fall, spring and summer semester internships begin with the school semester. The intern will receive a stipend in the amount of \$100.00.

In addition, there is a summer **full-time work experience internship** that meets the CSRHC General Museum program outline. The intern will receive a \$400 stipend for meals (\$200 per month). Housing is provided. The dates for the summer internship program are June 1 – July 31, 2016.

**General Museum Internship:** Intern will work in the Administration, Archives, Collections and Education Departments. Intern will learn basic museum functions including daily operations, development, marketing, volunteer administration, exhibit design, cataloguing, research, collections care, historic preservation, curriculum development, tours, special events and programs. Selected text may be assigned for reading. Daily activity journal and a final written report on the intern experience required. Internship grade is based on level of involvement and completed assignments. The intern reports to the Museum Director.

**Specialized Internship:** Following the completion of the General Museum Internship, the intern may complete a second internship in a specific focus area. A specific project will be assigned to the intern for completion. Project must be approved in writing by the museum director, instructor and agreed upon by the student. Selected text may be assigned for reading. Daily activity journal and a final written report on the intern experience required. Internship grade is based on quality of the completed project. The intern reports to the director of the department originating the project.

## Requirements

- High School Diploma required. Prefer candidates with bachelor's degree in a related museum field (i.e. history, anthropology, art history, museology, etc.)
- Ability to make the necessary time commitment.
- Excellent interpersonal and written communication skills.
- Strong organization and research skills.
- Ability to work simultaneously on multiple, diverse tasks with overlapping deadlines. Ability to request help when needed.
- Self-motivation to achieve goals and to complete assignments.
- Experience with or ability to deal positively and effectively with people of diverse backgrounds, education, ages and experiences.
- Computer proficiency. Experience with Microsoft Word, Excel and Publisher desired.

## Physical Demands

- Reasonable fitness is required in order to move about the facility easily.
- Must be able to stand for extended periods of time.
- Must be able to lift and carry items up to 25 lbs.
- It is important to understand that the internship will require varied working hours including evenings, weekends, holidays, early mornings and some long days.

## How to Apply

- Internship packets are available on the Cherokee Strip Regional Heritage Center website at [www.csrhc.org](http://www.csrhc.org) under the "About" tab or by e-mail at [csrhcinfo@okhistory.org](mailto:csrhcinfo@okhistory.org).
- To apply for an internship please mail a completed internship packet including application, resume and background information form to:

**Andi Holland, Director**  
**Cherokee Strip Regional Heritage Center**  
**507 S. 4<sup>th</sup> Street**  
**Enid, OK 73701**  
**580-237-1907 x223**  
**aholland@okhistory.org**



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