



BUFFALO
GROVE
PARK
DISTRICT



Summer Internship Program – Raupp Museum

The Summer Internship Program at the Raupp Museum offers hands-on experience in multiple areas of museum work. Interns will gain practical skills while working alongside museum professionals in a collaborative and engaging environment.

This paid internship is designed for students interested in museums, public history, education, or related fields.

Internship Areas

Interns will be introduced to three core areas of museum operations:

Collections Management

Work with a variety of historical materials, including objects, archives, photographs, and books.

Interns will learn:

- Cataloging procedures and collections documentation
- Preservation and care techniques for different material types
- Research methods and resources for museum collections
- Monitoring and maintaining collections storage

Exhibitions

Gain experience in developing and installing exhibits from concept to completion. Interns will:

- Participate in brainstorming exhibit themes
- Assist with selecting objects for display
- Write and edit exhibit label copy
- Design exhibit labels
- Help build mounts and assist with exhibit installation

Programming

Support the development and delivery of educational programs and visitor experiences. Interns will:

- Learn how school programs are designed (with an emphasis on K–5 audiences)
- Interact with visitors during public programs and craft days
- Learn how to give engaging museum tours

Program Details

- Duration: June - August (120–130 total hours)
- Compensation: \$15/hour
- Schedule: Flexible; to be determined with supervisor

Qualifications

- Interest in museums, history, education, or related fields
- Strong communication and organizational skills
- Ability to work both independently and collaboratively
- Experience with research, writing, or working with the public is a plus

How to Apply

If this opportunity sounds interesting to you, we encourage you to apply!

Next Step:

Please reach out to schedule an interview when you return from school. Deadline to apply is May 15, 2026.

You may be asked to provide:

- A resume
- A brief statement of interest

Contact:

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