

DETROIT HISTORICAL SOCIETY



Job Title: Wayne County History Project (WCHP) Exhibitions Internship (Part Time)

Department: Mission

Reports to: Chief Exhibitions and Enrichment Officer

Hourly Range: \$15.00/hour

Start Date: March 2026

End Date: September 2026

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 60 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Detroit Historical Society is pleased to offer a **part-time, temporary internship opportunity** with its Curatorial and Exhibition Departments. The candidate will be supporting the effort to research information and create copy that will be used to create an historical database about Wayne County, Michigan. The content will also be used in the creation of several rotating exhibitions featuring each city/township in the county that is displayed currently at the Guardian Building and running through the end of the year 2026. The WCHP Exhibitions Intern will support the research & exhibition creation effort, working in tandem with the WCHP Project Coordinator, Associate, and Exhibitions Team.

Day to day work will include researching, compiling data, and developing copy on the 43 individual communities in Wayne County for inclusion in the database, but also researching and contacting Historical organizations in each community to solicit input and artifacts in the creation of the exhibitions. The Exhibitions Associate will work closely with the Wayne County Project Coordinator, Director of Collections and Curatorial, as well as the Society's Chief Exhibitions and Enrichment Officer.

This part time internship (max 15 hours per week, not to exceed 400 hours) will last March 2026 – September 2026.

Major Responsibilities

- Daily research in primary and secondary sources.
- Serve as a point a contact between historical organizations in each of the 43 individual Wayne County communities and DHS, helping to coordinate potential artifact loans for exhibition purposes and day to day communication in building each database entry.
- Work with Exhibition team on rotating exhibitions-copy and images.
- Assist with installing and taking down exhibits.
- Help create web content for the pages within DHS "Encyclopedia of Detroit" framework.
- Conduct research to assist in identifying unknown objects.
- Conduct oral histories as needed with individuals from Wayne County.
- Assist with other exhibitions and research projects as needed.

Required Qualifications

- Demonstrated ability to conduct scholarly research in archives, libraries etc.
- Demonstrated ability to translate research into writing.
- Strong organizational and project management skills with strong attention to detail.
- Ability to work on a tight schedule and meet deadlines.
- Result-oriented self-starter who can work independently, if necessary, but also possess the ability to collaborate.
- Strong communication skills both internal and external.
- Basic knowledge of Southeastern Michigan history desired.

Education and Experience

- Previous experience working with or volunteering in museum collections preferred.
- Enrolled as an undergraduate with field of study in history or similar field.
- Advanced research skills.
- Advanced writing skills.
- Intermediate computer skills. All components of Microsoft Office Suite 365.
- Interest in exhibition development, curation, or museum work.

Compensation and Benefits

- Paid Parental Leave after 12 months of qualifying service in coordination with FMLA.

Please note the **hourly wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). **Preferred but not required: possess valid driver's license**. Please note the **hourly wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.