Background:

The Brown County Museum of History, Inc. has the primary role of preserving the tangible evidence of our heritage and to educate the public through exhibition and interpretation of artifacts. The main building is the Center for Education and is located across the street from the Brown County Jail at 209 North Broadway. The rest of the museum is located in the old four story Brown County Jail, built in 1903, and located at 212 North Broadway across the street and down one block from the County Courthouse in downtown Brownwood.

The Museum features exhibits from over 150 years of Brown County history – from the Native American band of Penateka Comanche and earliest Texan settlers to the WWII-era Camp Bowie military collection. Kids from all over Central Texas and beyond love the ‘hands-on’ Children’s Area and the miniature Birdsong Circus. After you’ve browsed the rich story of the Brown County community you will enjoy a guided tour of the old jail across the street. With its epic architecture and fascinating interior, you will be transported in time to see glimpses of what life was like as a Brown County sheriff… or as an inmate!

Internship Overview:

This internship opportunity is open to all majors and allows a diverse group of people with innurnable interest, strengths, and goals to encounter an educational environment where they can work with and learn from professionals and scholars in related areas of concentration. The Museum offers interns of different backgrounds incredible opportunities in a variety of fields, from public relations, exhibition research, project design, cataloguing utilizing Passport Perfect software, social media development, etc. Interns will have the opportunity to host fun, animated guided tours to visitors to the Museum which include groups of school children. Interns are encouraged to bring their creativity and a fresh perspective to the Museum and its historical displays.

Total number of hours and hours of work are flexible with the student’s class schedule. This is basically an unpaid internship until we receive grants to fund the position. This opportunity runs the length of a semester (or the summer) and the student may reapply at the end of each term.

Qualifications:

- Knowledge of standard office computer skills including database software and word processing.
- Library research skills
- Ability to work independently and on detailed tasks

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• Must be willing to learn and take initiative in Museum operations, project development, and display design
• Strong work ethic
• Excellent verbal and written communication skills
• Energetic and outgoing – willing to communicate with the public, children, media, etc.
• Experience and ability to market utilizing social media outlets and local media

Application Information and Deadline:

Please send a cover letter and resume via email to:

Wanda Furgason at  wandaf@browncountymuseum.org
Or you may drop off your resume, application below and cover letter to the Howard Payne University Career Services office in TAC 106 to Tammy Arreola, Career Services Coordinator.

Volunteer Application

Name: ____________________________
Phone #_________________________ Email: ____________________________

1. Would you be able to volunteer during any of the following hours?
   Thursday 10-2_____ Friday 10-2_____ Saturday 10-4_____

2. Would you be interested in volunteering for special projects, such as setting up new exhibits or helping during special events?
   Yes_____ No_____

3. Would you be interested in volunteering to help with school tours, or during the summer with Kid’s Camp activities?
   Yes_____ No_____

4. Do you have a specific interest?
   Old Jail_____ Law Enforcement_____ Pioneers_____ Kid’s Zone_____ Other_________________

5. Do you prefer to volunteer for research, computer work, or other behind the scenes type of work?
   Yes_____ No_____

6. Would you allow the Brown County Museum of History to run a criminal background check?
   Yes_____ No_____  Reference Name:_____________________________ Phone_________________________

   Reference Name:_____________________________ Phone_________________________