

SELENIA ROLFE TOWLE TEAGUE INTERNSHIP

ELLWOOD HOUSE MUSEUM

Position Overview

The Ellwood House Museum seeks an education intern for the Selenia Rolfe Towle Teague Internship. The primary focus of the internship will be to assist with educational programming at the museum. The intern will learn the public tour programs and deliver those tours to a diverse audience. The intern will also assist with Ellwood Explorers youth education events and the Birthday Party rental program.

About the Ellwood House Museum

The Ellwood House Museum campus features a palatial 1879 mansion, six additional historic buildings, ten acres of scenic grounds, four gardens, and 6,000 square feet of exhibit space in the Patience Ellwood Towle Visitor Center. Originally the home of barbed wire entrepreneur Isaac Ellwood, the site speaks to the profound impact of the barbed wire industry in America and reflects the tastes of multiple generations of the Ellwood family who guided the evolution of the grounds and structures. The museum, located off the eastern edge of Northern Illinois University in DeKalb, Illinois, hosted nearly 8,000 visitors in 2023 through guided tours, programs, and events.

Position Responsibilities

- Learn and deliver public tours of the Ellwood Mansion and Ellcourt Home
- Assist museum staff with Ellwood Explorers youth education events
- Support daily museum operations, including greeting and interacting with museum visitors
- Help staff and coordinate the “Birthday Parties at the Little House” rental events

Qualifications

- Excellent written and verbal communication skills
- Ability to work independently and as a part of a team
- Basic computer skills
- Ability to give guided tours
- Interest in museums, preservation, and historical research

Working Schedule

This internship requires approximately 10 hours per week, for a total of 120 hours. Intern must be available to work one weekend day and one additional weekday each week. The internship takes place from May through August, with some flexibility in exact start/end dates. In some cases, the internship could be extended into a second internship in the fall.

The Selenia Rolfe Towle Teague Internship includes a \$500.00 stipend.

Worksite Requirements

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, the position requires working at desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 30 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

Work Environment: The majority of work will be performed in a multi-level work area over ten acres of property. Museum buildings are not accessible to those with impaired mobility.

Training & Orientation Provided

Under the supervision of the Curator of Education & Interpretation, the intern will learn the history of the site and the steps needed to effectively conduct one-hour guided tours. Training and direction on other assigned tasks will be provided by staff throughout the duration of the internship.

Expected Learning Outcomes

- Intern will be able to effectively communicate with the public both formally and informally through speaking, writing, and listening
- Intern will learn to work on a professional team with board members, staff, and volunteers and learn to develop programs for the greater community
- Intern will learn how to independently create and produce a program from start to finish

Application Deadline: May 15

How to Apply: Interested applicants should email a résumé, along with contact information for one reference, to info@ellwoodhouse.org. Background check required.

Supervisor

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