

**Application deadline: Wednesday, March 25, 2020**

**Internship time frame: Late May 2020 – Early September 2020 (Some flexibility on dates.)**

**Breckenridge Heritage Alliance Internship Description:**

The Breckenridge Heritage Alliance (BHA) is excited to offer 2020 summer internship positions to undergraduate students or recent graduates. Interns will have the opportunity to serve the BHA in various positions including museum docent, tour guide (walking tours, mine tours, hiking tours), event and program support, communications and daily operations.

Interns are paid a stipend for the summer (up to \$3,000) based on experience and availability. Interns must provide their own vehicles or rely on public transportation. The BHA has limited housing available. A degree (or in process of) in history, archaeology, humanities, drama or a related field is recommended, although students with other majors or backgrounds are also encouraged to apply.

**Duties include, but are not limited to:** interpreting historic sites, assisting with preservation and maintenance projects, overseeing gift shop and book sales, leading walking tours, special event coordination and education programs, office assistance.

**BHA Expectations of Interns:**

- Interns are expected to work a 40-hour work week, with two days off each week. Sites are open seven days/week, schedules do fluctuate.
- Internships may begin as early as May 20, 2020 and run as long as September 7, 2020. Intern schedules are flexible based on college/university calendars and other commitments. Schedules can be negotiated during the interview process.
- All BHA interns are expected to assume professional responsibilities.
- Interns are required to attend special events at hours that vary from the typical eight hour work day. Work schedules will be “flexed” accordingly.
- There is no smoking of any kind, or alcohol use, at any time, on the job.
- The dress code for BHA is casual, and interns are expected to dress appropriately for their job duties. Special events and docent responsibilities require a more professional appearance and/or period costumes.
- Pay periods fall on/around the 15th and last day of each month.
- Interns will be required to attend all mandatory training unless one’s supervisor approves an absence in advance.
- Interns are important ambassadors representing the BHA and are expected to assume professional roles within the organization.

**Training Provided Includes:**

- Site training
- Interpretive training
- Public speaking
- Shadowing experienced tour guides
- Local and regional history resources as well as site specific historical research
- Educational programs throughout the summer
- Archives how to's and best practices
- Historic preservation educational opportunities
- Daily accounting procedures (cash handling, sales, visitor tracking)

**About BHA:**

Our mission: The Breckenridge Heritage Alliance preserves unique resources in the Breckenridge area and connects residents and visitors to our past through inspiring interpretation of heritage sites and stories.

Our vision: The Breckenridge Heritage Alliance is a community-supported, nationally-recognized leader in local historic preservation, interpretation and authentic heritage tourism.

The BHA operates more than a dozen historic sites and tours in the greater Breckenridge, Colorado area and completes important historic preservation projects on town, county and the National Forest.

Interested candidates are encouraged to visit our [web site](#) for more background on the BHA.

**To Apply:**

Interested candidates should email the following information to [info@breckheritage.com](mailto:info@breckheritage.com)

- Name, Mailing Address, Phone Number and Email Address
- Student Status
- Two personal or professional references (include phone number and email)
- Resume (no cover letter)
- Available dates between May 20 and September 7, 2020
- Do you have a valid driver's license? (Yes, No)
- Do you require housing (Yes, No, Maybe)?

Please answer the following four questions. Answers should be approximately one paragraph in length.

- Why are you interested in this internship?
- What are your extracurricular interests/activities?
- Do you have any experience working with a team, public speaking or leading tours? If so, please explain.
- What do you hope to gain from this internship?
- How did you find out about this internship?