



500 Museum Road
Reading, PA 19611-1425
Phone 610.371.5850
Fax 610.371.5632
www.readingpublicmuseum.org
museum@readingpublicmuseum.org

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Greetings:

The Reading Public Museum is excited to announce that we are now accepting internship applications for the 2019 Summer and Fall semesters. The Museum offers numerous opportunities for both undergraduate and graduate students in a variety of disciplines. Previous intern majors have included Art Education, Arts Administration, Business Administration & Management, Communications & Marketing, Elementary Education, History, Hospitality Management, Recreation Services Management, Secondary Education, and Sports Management. Former interns have gone on to work at EnerSys; plan events at Vault 634, Bellangelo Winery, and the Abraham Lincoln; teach full time, and even return to The Museum for a part-time or full-time position.

The Museum typically offers department-specific internships. However, due to the small size of our institution, interns often complete work across several departments based on their interests. The four departments currently accepting interns are: Event Rental, Public Relations & Marketing, Museum Events, and Education. Depending on the intern's interests and skills, they may help facilitate weddings, fundraisers, and family events; lead tours and create and provide programs for guests of all ages; assist with various office and back-of-house tasks, and much more. We welcome interns who are seeking credit for their internship as well as those just looking for valuable experience. Interns will have the opportunity to complete a least one independent project dependent on the length of their internship.

We ask that you please share the attached flyer and application with your students. Please encourage any who you think might benefit from an internship at The Museum to apply. We would greatly appreciate if you would circulate this information to appropriate department heads as well. Should you have any questions or need further information, please do not hesitate to contact me at the email or number listed below.

Sincerely,

Amanda Machik

Manager of Museum Events

amanda.machik@readingpublicmuseum.org

610.371.5850, x257



A copy of the official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.

MISSION STATEMENT

The mission of the Reading Public Museum, a dynamic center of lifelong learning, is to educate, enlighten and engage current and future generations through the collection, preservation and interpretation of objects of art, science and civilization.



INTERNSHIPS AT THE READING PUBLIC MUSEUM

500 MUSEUM ROAD, READING, PA 19611

Join us at RPM for an exciting semester where you will get hands-on Museum experience!

Our Interns Come From a Variety of Backgrounds:

Art Education
Arts Administration
Business Administration & Management
Elementary Education
History
Hospitality Management
Museum Studies
Marketing & Communications
Recreation Services Management
Secondary Education
Sports Management



RPM Interns Can:

- Help facilitate a wedding or party with our **Event Rental Department**
 - Develop their communication & design skills with our **Public Relations & Marketing Department**
 - Join our **Museum Events Department** in planning and executing fundraisers & family events
 - Lead tours and create & provide programs for guests of all ages with our **Education Department**
- And so much more!



Where Are Some of Our Interns Now?

Human Resource Specialist at EnerSys

Back at RPM as an employee ☺

Teaching Full Time

Events Assistant at Vault 634

Events and Marketing Manager at Bellangelo Winery
on Seneca Lake

Events Assistant at Abraham Lincoln Events

For more information contact:

Amanda Machik, Manager of Museum Events

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