

Historic Clark Chateau

INTERNSHIP OPPORTUNITIES

Business Development & Marketing Internship

We are in the process of expanding our gift shop and monetizing the Clark Chateau for future sustainability. We are looking for an intern with innovative ideas about how to tap into potential revenue streams. Duties may include: contacting and coordinating with vendors for the gift shop, identifying potential renters for events, developing advertising schemes, and office/administrative work.

This position will remain open until filled.

Fundraising Internship

We are looking for an independent, self-directed intern to assist the Manager and Programming Director in finding potential community investors and grant opportunities. This intern will develop an understanding of the Chateau's educational mission and identify individuals and organizations interested in funding its activities. Duties may include: grant research and grant writing, drafting fundraising letters, contacting investors, and administrative work.

This position will remain open until filled.

Historical Interpretation & Education Intern

We are looking for interns to assist the Program Manager in expanding the Chateau's historic interpretation, including creating wall signs, developing tour guide scripts, and conducting research about the history of the Chateau. This will also include developing possible educational programs to enrich the Chateau's visitor experience.

This position will remain open until filled.

INTERNSHIP REQUIREMENTS

The ideal candidate will:

- Be enrolled full- or part-time at Montana Tech or an accredited University
- Possess strong organizational and communicative skills
- Have the ability to work independently and be capable of taking initiative on projects
- Have a demonstrated interest in History and/or the Arts
- Work well with others
- Be willing to think creatively

Schedule & Compensation

Interns must be able to commit to at least 4 hours per week for at least 3 months. Work can be completed at the Clark Chateau or off-site, depending on the type of work. Interns must consult with their supervisor at least once a week, either in person or over the phone, and submit weekly progress reports via email.

The internships are unpaid, but Academic credit may be offered. Unless otherwise indicated, all internship positions will remain open until filled.

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INTERNSHIP APPLICATION

Name: _____ Date: _____

Email: _____ Phone: _____

Major/ Year: _____

Please list any of your extracurricular hobbies/ interests:

Internship Position(s) Applying For:

Please list one professional reference (can be a professor):

Name/ Business: _____

Email: _____ Phone: _____

Please write a short letter (500 words or less) detailing your interest in the opportunities available at the Clark Chateau. Please send via email to **ClarkChateau@gmail.com** OR mail your application to:

Callison Stratton
Program Manager
The Historic Clark Chateau
321 W. Broadway St.
Butte, MT 59701

Historic Clark Chateau

VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Date of Birth (year only) _____ Social Security No. _____

Your social security number is requested for coverage under Butte-Silver Bow Worker's Compensation, should you become injured during the course of your volunteer work at the Clark Chateau.

Emergency Contact:

Name: _____

Relationship: _____

Phone: _____

If you are 55 or older, are you interested in learning more about or signing up for the

Retired and Senior Volunteer Program (RSVP)? Yes _____ No _____

All RSVP volunteers are covered by accident and liability insurance while traveling to and from their volunteer stations and while doing their volunteer work. Excess auto insurance is provided for those who drive to and from the volunteer stations.