

# **Internship job description**

## **Parks & Recreation Cultural History Intern**

**The City of Portage's Municipal internship program provides students with on-the-job public sector training and experience while making important contributions to the city.**

**The Parks & Recreation Cultural History Intern will research different facets of Portage history including early settlers, sites, stories, photos, and other historical documents for use in programs and events, such as exhibitions, history tours, cycling expeditions, historical markers, and public art such as murals and sculptures.**

**Some of the job details will include:**

- **Working with the Portage District Library History Collections.**
- **Identify online research sources and other information resources.**
- **Work with the City of Portage Historic District Commission.**
- **Develop history literature, such as scripts, pamphlets, guides, and online content.**
- **Assist with cultural program development and implementation.**