

Intern Manual

Elmhurst Historical Museum

Elmhurst Historical Museum

120 E. Park Ave.

Elmhurst, IL 60126

Phone: 630.833.1457

Fax: 630.833.1326

www.elmhurst.org/elmhurst/museum.asp

Hours of operation: Tuesday-Sunday, 1:00 p.m.-5:00 p.m.

Office hours: Monday-Friday, 8:30 a.m.-12:00 p.m., 1:00 p.m.- 5:00 p.m.

Mission/Purpose Statement

Elmhurst Historical Museum:

The Elmhurst Historical Museum is a permanent public institution, supported by the City of Elmhurst, that serves as the community's memory by acquiring, preserving, and interpreting original materials related to the history of Elmhurst from the settlement period to the present.

The Museum fills an essential role in the life of the community revealing the quality of life in years past and providing a basis, on which pride in Elmhurst will grow and endure.

The Museum fulfills its mission by:

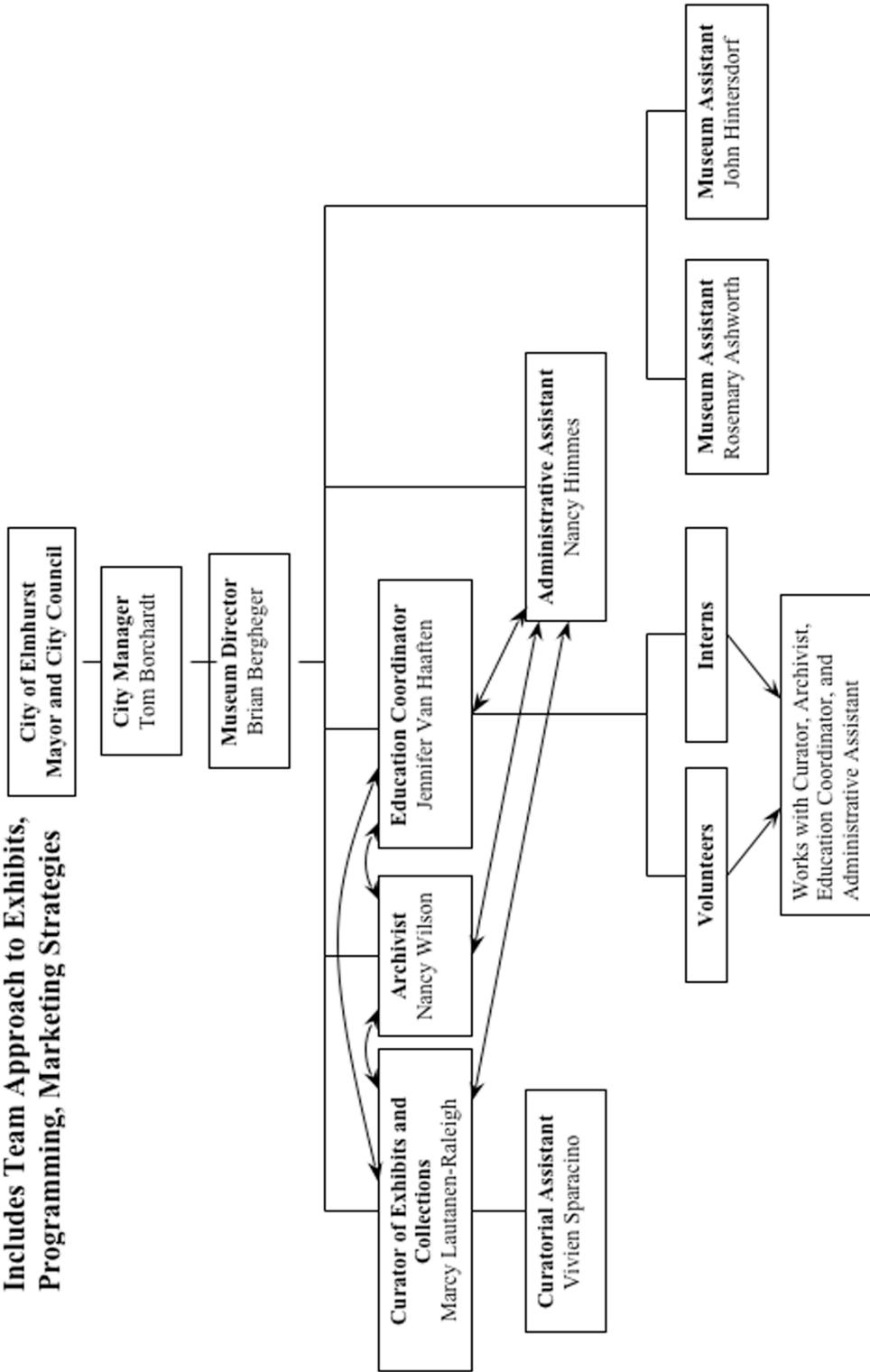
- ◆ Acquiring and caring for locally significant artifacts, records and documents, photographs, audio-visual materials and publications.
- ◆ Maintaining a historically and architecturally significant building, the Glos Mansion.
- ◆ Presenting historical concepts and Museum collections to the public through exhibits, educational programs, tours and publications.
- ◆ Supporting research related to local history and Museum collections.
- ◆ Offering cultural and leisure opportunities related to community history and heritage.

The Museum's primary audience consists of persons who live or work in Elmhurst and those who visit the community. The Museum also participates in regional and national museum organizations in the joint task of preserving the nation's history.

City of Elmhurst:

The City of Elmhurst is committed to provide **Responsive** and **Superior** governmental services in an **Environment of Respect** in order to protect and enhance the **Quality of Life** of those who live, work, visit, and conduct business in our community.

**Organizational Structure:
Includes Team Approach to Exhibits,
Programming, Marketing Strategies**



4/1/2004

Museum Staff Listing

Staff Position	Name	First Year
Director	Brian Bergheger	1988
Administrative Assistant	Nancy Himmes	1999
Archivist	Nancy Wilson	1973
Curator of Exhibits and Collections	Marcy Lautanen-Raleigh	1999
Curatorial Assistant	Vivien Sparacino	1999
Education Coordinator	Jennifer Van Haaften	1999
Museum Assistants	Rosemary Ashworth	1995
	John Hintersdorf	2000

Staff working directly with interns:

Nancy Wilson has been Archivist at Elmhurst Historical Museum since 1996. Before that, she had various positions at the museum including School Services Coordinator, Volunteer Coordinator, and Museum Technician. As Archivist, Ms. Wilson manages the museum's manuscript (two-dimensional) collection, such as photographs, maps, letters, and documents. She also assists patrons who wish to do research at the museum.

Marcy Lautanen-Raleigh has been Curator of Exhibits/Collections since 1999. Before working in Elmhurst, she was Collections Manager at the Wheaton History Center and Director/Curator of the Schingoethe Center for Native American Cultures. Ms. Lautanen-Raleigh is an anthropologist with a specialization in material culture, or the objects of everyday living. She brings that knowledge and many years of exhibit development and installation experience to the Elmhurst Historical Museum.

Jennifer Van Haaften has been Education Coordinator since 1999. Just prior to her position with Elmhurst she was Program Coordinator for the Volkening Heritage Farm, an 1880s German-American living history site in Illinois. Her background is in 19th century living history and includes work in historic interpretation, period clothing, domestic life, and farming at Volkening, Lincoln Log Cabin State Historic Site in Illinois and Living History Farms in Iowa. She believes that programs at Elmhurst Historical Museum can reflect the Chinese proverb: "Tell me, I forget. Show me, I remember. Let me do it, I will understand."

Elmhurst Historical Commission

Alben 'Peter' Bates, Jr.
Frank A. Catalano **PRES**
Lola C. French
Tom Klein
Kenneth Madsen

Donald R. Michaelis **SEC**
Margaret Franson Pruter
Scott T. Smith **VP**
George D. Vann **FIN DIR**
Elizabeth Warner

The Commission meets to advise staff and the City of Elmhurst about matters pertaining to the Elmhurst Historical Museum.

Mayor and City Council

Mayor

Thomas D. Marcucci

1st Ward

- Paul Fichtner (2003)
- Michael J. Regan (2005)

2nd Ward

- Janice Vanek (2003)
- David S. Noffs (2005)

3rd Ward

- Susan J. Rose (2003)
- Michael Bram (2005)

4th Ward

- Steven DuBois (2003)
- John E. Gow (2005)

5th Ward

- Phillip D. Jordan (2003)
- James J. Parker(2005)

6th Ward

- Stephen G. Hillsman (2003)
- George Szczepaniak (2005)

7th Ward

- Mark A. Mulliner (2003)
- Charles R. Mueller (2005)

The Museum is a Department of the City of Elmhurst. Budgeting and large monetary issues are approved through the city council. Maintenance issues and staff hiring are also handled by the City.

History

The Elmhurst Historical Museum is operated by the City of Elmhurst, and serves as the community's memory by acquiring, preserving, and interpreting original materials related to the history of Elmhurst from the settlement period to the present. It was founded in 1957, and is located in the 1892 home of the first Village President, Henry L. Glos, and his wife Lucy. A landmark in downtown Elmhurst, the former home is now our modern Museum.

The following are answers to some common questions people ask about the building:

Why doesn't the interior look like a home?

The building was deeded to the City in 1939. It has been used for several different purposes and radically remodeled three times. Some walls were removed and new walls were installed. An elevator and public restrooms were also added.

Why isn't the building interpreted as a mansion?

We have little information about the interior of the building when Henry and Lucy Glos lived here. There are no known photographs. However, in this exhibit there is a projected layout of the floor plan. Instead of a historic house museum, here you will find stories about the history of our entire community.

Where are the artifacts in the Mansion to Museum exhibit from?

The artifacts displayed in this exhibit are original to the house. The Glos' bequeathed most of their furnishings and personal belongings to family members. The family graciously donated some of those furnishings to the museum.

Services

Services at the museum include a permanent collection of historical artifacts numbering 7,000; a permanent collection of historic photographic images numbering 10,000; more than 300 linear feet of personal, business, and City records; a library of more than 500 books; and microfilm copies of Elmhurst newspapers, censuses, and Sanborn Fire Insurance maps. The Museum's exhibits include a permanent exhibit examining Elmhurst as a model of suburbanization, temporary exhibits developed from the museum collection, and travelling exhibits from outside sources. Educational programs are offered to adults, families, schools, and special audiences. These include, but are not limited to, gallery tours, craft demonstrations, classroom visits, walking tours of Elmhurst neighborhoods, holiday programs, lectures, and symposia.

The museum galleries are open to the public free of charge from 1:00 p.m. to 5:00 p.m. each Tuesday through Sunday as well as by appointment. The research facilities are open Tuesday through Friday from 1:00 p.m. to 5:00 p.m.

Reference Services

Have you every wondered about the history of your house? Would you like to research your family history? Did you know that poet Carl Sandburg lived in Elmhurst?

The Elmhurst Historical Museum Research Room is the place to find the answers to these questions and other topics. The Research Room/Library is dedicated to patrons who are interested in learning more about Elmhurst's history. The museum has approximately 10,000 photographs, a manuscript collection, city directories, telephone books, maps, biographical information, church and cemetery records, census records, and more.

The research room is open Tuesday through Friday, 1:00 – 5:00 p.m. Other times are available by appointment. Patrons are encouraged to telephone in advance in order for the museum to best serve their research needs. There is no charge for this service.

Family History

The Elmhurst Historical Museum has extensive biographical, archival, and photographic holdings that may help you as you search for information about former Elmhurst residents.

House History

If you own a house in Elmhurst, the Elmhurst Historical Museum is a good place to start your research into its past. Several resources are available at the museum.

Local History

Are you interested in former residents of Elmhurst? The Elmhurst Golf Club? The Chicago, Aurora & Elgin Railway? Do you need help with a school assignment on Elmhurst History? Come to the museum for the answers!

EHM Collections

The Elmhurst Historical Museum collections are a variety of materials divided into two categories: Artifacts and Archives. Archives are biographical, archival, and photographic holdings that are detailed under our manuscript and research collections. Artifacts are three-dimensional materials including furniture, textiles, souvenirs, decorative arts, household goods, paintings, drawings, prints and other materials from the everyday life of Elmhurst residents. Both categories have information and materials to see and enjoy.

Collecting Objects/Donations

The Elmhurst Historical Museum cannot collect everything ever made or used in Elmhurst. But we do want to have the best representation of the various time periods of our town. To accomplish this a formal Collection Policy states how we evaluate what to collect and a Collection Manual documents how to care for objects. Each suggested donation is carefully reviewed. We consider not only if there is room to store it, but also our ability to care for it and protect it for use by future generations. We are especially interested in collecting items from the 1950s to 1990s. This was a time of great growth in Elmhurst with new subdivisions, changes in the density of the population, and the addition of new immigrant groups to the community.

Recent Exhibits

Respectful Remembrance: Mourning and Burial in Elmhurst

September 27 to December 1, 2002

Received second highest non-competitive award, Certificate of Excellence, from the Illinois Association of Museums in September 2003

A look at the origins and uses of cemeteries in Elmhurst, using large format photographs of grave markers. Grave symbols, mourning customs, superstitions and how we remember the dead were also featured.

World War II Posters and Christmas on the Homefront

December 7, 2002 to January 26, 2003

Received highest non-competitive award, Super Achievement, from the Illinois Association of Museums in September 2003

Traveling exhibit of World War II posters from Oklahoma Museum Association was supplemented with information on what Elmhurst residents were experiencing on the homefront, including scrap drives, rations, volunteering and supporting the troops abroad as well as highlighted with our Holiday Open House utilizing foods, music, games, and a toy making activity from the time period.

Zooming into Focus

February 11 to April 27, 2003

Using the extensive camera and photographic collection from the museum, the exhibit will discuss how changes in photography technology changed how, when and where people had photographs taken.

Science of Mystery

May 6 to September 1, 2003

Traveling hands-on exhibit on crime investigation, which will allow visitors to look at evidence and draw their own conclusions. Local Elmhurst component will discuss Elmhurst police department work and history.

Stitches, Symbols and Stories

September 16, 2003 to January 5, 2004

Using all historic quilts from the museum's collections, historic construction and patterns will be examined, quilt history discussed, and the stories of the makers or the patterns shared with our visitors.

Visions of Home—On-going

This award-winning exhibit tells the story of Elmhurst from its beginnings as a prairie village to a modern Midwestern suburb. Examine items and images of our town's history from 1834 to the present.

From Mansion to Museum—On-going

This permanent display traces the evolution of the Glos Mansion, from private residence to public institution. Having served as both City Hall and a museum after being a home for 40 years, the Glos Mansion is much changed. The exhibit includes drawings and furnishings from various time periods.

Upcoming exhibits:

First Ladies of Elmhurst

January 27—May 30, 2004

Minotaur Musical Maze (traveling)

June—September 2004

What's Cooking? (traveling)

September 11—December 25, 2004

Special Events

Elmhurst Museum Day

Sunday, May 16, 2004, 1-5 p.m.

Join us in a celebration of museums in the Elmhurst community. The Elmhurst Art Museum, the Elmhurst Historical Museum, the Lizzadro Museum of Lapidary Art, and the Theatre Historical Society of America plan special activities for the residents of Elmhurst. A trolley is available for free rides between all four museums. Pick up a free ticket and get it stamped at all four museums to enter a prize drawing. The Historical Museum will feature highlights of women important in the history of Elmhurst.

24th Annual Ice Cream Social

Monday, July 5, 2004, Noon-2 p.m.

Besides the usual ice cream and lemonade, we will be hosting a historic band and old-fashioned games for the kids. Stop inside the museum to see the summer hands-on exhibit *Musical Maze*, a maze exhibit that will take you through the entire gallery.

Museum Block Party

Sunday, August 29, 2004, Noon-4 p.m.

Drop in at any time to be a part of *Science of Mystery*, our summer exhibit. Make something special of your own and appreciate the hard work local police do to keep us safe. Enjoy food and fun activities for the whole family.

Holiday Open House

Sundays, December 5 and 12, 2004, 1-4 p.m.

Join the Museum staff and volunteers for some old-fashioned holiday fun. The 1920s decade will be the highlight to supplement the traveling exhibit *What's Cooking*. The tree display will feature ornaments and electric lights from the 1920s, as well as common presents one could expect to receive. Visitors will get to make ornaments from the time period, try some foods prevalent for holiday celebrations at the time, and play games they might have played in the 1920s.

School Services

General Program Information

Six school programs are currently offered for grades K-12. Portable programs are brought to the classroom along with reproduction artifacts in a kit. Gallery programs take place at the museum and utilize the permanent and temporary exhibits. We also offer teaching kits that can be borrowed by teachers to use with their classroom curriculum and videos for pre-visit lessons.

All programs are...

- hands-on.
- developmentally appropriate.
- complementary to the curriculum taught in Elmhurst schools.
- in keeping with District 205 Best Current Practices.

Programs are offered Monday-Friday, 9 a.m.-5 p.m., subject to staff availability. Programs can also be arranged to begin before 9 a.m.

Gallery Programs

Exploration: The Artifact Zone

Grade: 3rd-5th

Immigrants on the Prairie

Grade: 3rd-4th

Portable Programs

Kidstory

Grade: 2nd

The Mystery of History

Grade: 4th-5th

Teaching Kits

Elmhurst Goes to War: Combat in World War II

Grade: 8-12

Native American Games

Grade: 5th

Public Programs

Children and Family Programs

Sunday Funday Drop-In for Families

Every second Sunday of the month (varies occasionally), at any time between **1-3:30 p.m.**, children (ages 4-12) and adults are invited to stop by and make a craft reminiscent of the 19th or early 20th centuries and related to the temporary exhibits on the first floor. **FREE.**

Day Off? Drop In!

Going crazy at home when school's out for vacation or an in-service? Looking for something for the kids to do? If your child is between the ages of four and twelve, bring them by for some games or a make and take activity from the nineteenth century. The museum will offer these activities between **1 and 3 p.m.** on **Fridays** during the school year.

fun & GAMES

For ten **Thursdays in June, July, and August** families drop in any time between **1-3 p.m.**, the Museum will offer fun and **free** hands-on programs for children and their caregivers. This is a **drop-in program** and best suits children between the ages four and twelve, unless otherwise indicated.

Adult Programs

Tea Time Tour

This monthly program features exhibit tours, lectures, and performances about local and national history for adults. Usually linked to the theme of a current exhibit, it is on the third Thursday of every month (except December) from 1-2 p.m. Afternoon tea is served after the program, showcasing our own special tea blend for the Elmhurst Historical Museum.

Exhibit Workshops

The next set will be planned to supplement *What's Cooking* and will probably feature cooking techniques and knowledge about foods and herbs.

Slide Shows on the History of Elmhurst

Prairie Village

This slide show discusses the beginnings of Elmhurst from the early 1830s to the turn of the century. Many important landowners and founders of Elmhurst are discussed. Former farms and estates are shown in the slides.

Building a Modern Suburb, 1910-1930

This slide show takes a look at Elmhurst, the city from the early 1920s to nearly the present. It discusses how transportation and modernization changed the face of the town in the 20th century.

Scout Programs

Girl Scout and Brownie Programs

The Elmhurst Historical Museum is working with the Girl Scouts of DuPage County Council and the Mi Quachi Center to bring programs that will help troops toward badge completion.

Architecture at the Elmhurst Historical Museum

Explore a historical neighborhood in one of Chicago's oldest suburbs and critique the architecture. Design and create a three-dimensional model of a garden for the Elmhurst Historical Museum. Visit a building made by a famous architect of whom you may not know. Brainstorm some architectural projects you would like to work on. Complete parts 1, 2, 5, and 9 of the *Architecture Badge*, one of which will involve a walking tour—DRESS FOR THE WEATHER! Participants will need to complete two other requirements to earn this badge.

Local ‘Elmhurst’ Lore

Visit the Elmhurst Historical Museum to get a first hand look at some of the historic places nearby (an outdoor tour, so dress for the weather!). Explore the history of Elmhurst in the museum’s *Vision of Home* exhibit. Check out an historic map to see what has changed and what remains the same in Elmhurst. Make a poster of what you think will change in the future. Complete parts 2, 4, 7, and 10 of the *Local Lore* badge. Participants will need to complete two other parts to receive their badge.

Yarn and Fabric Arts

Visit the Elmhurst Historical Museum to learn about different textile arts in the past. You will complete a small embroidery sample book and learn to weave on a simple loom. Complete parts 2, 3, 8, and 9. Participants will need to try two more steps to complete the badge requirements.

Building Art Try It

Visit the Elmhurst Historical Museum to learn about architecture. Discover the strength of different shapes, sketch buildings for the future and create a special neighborhood with your troop. Complete parts 1,2,3, and 4 of the Try It.

Listening to the Past Try-It

Have a blast with the past! Listen to the story of a young boy growing up in Elmhurst in the early 1900s. Get a close up look at some of the things he may have used in his every day life. Explore fun historical games and toys like “The Grand Mufti” or marbles and jacks. If there is time and the weather is good, we will visit a cemetery. Complete parts of the *Listening to the Past Try-It*.

Stitch It Together Try It

Visit the Elmhurst Historical Museum and see the historic fiber arts on display. Then your troop will get the chance to start a four-patch quilt and the chance to try some embroidery stitches. Complete parts 4 and 6 of the Try It.

Internship Experience

Application Procedure

Send a letter of interest, resume, writing sample, and three references with phone numbers, addresses and email to:

Jennifer Van Haaften
Education Coordinator
Elmhurst Historical Museum
120 E. Park Ave.
Elmhurst, IL 60126

Be sure to include the number of hours per week and the length of time (semesters) you want to work. You will be sent a City of Elmhurst application to be filled out and returned when your resume is received.

Deadlines for application:

Fall Semester	June 15
Spring Semester	November 15
Summer Semester	March 15

The Education Coordinator will review the applications received immediately after the deadline. Within two weeks of receipt, she will call qualified candidates for a phone interview. After narrowing down the field, she may request an in-person interview.

All decisions will be made 1-2 months after the deadline. Letters of confirmation or rejection will be sent at that time. An offer letter will also be sent by the City of Elmhurst to successful candidates, which needs to receive a reply in a timely fashion.

Job Description

Location: Historical Museum
Department: Museum
Reports to: Education Coordinator

Position Summary:

This is an internship that will expose students to projects and duties in all areas of a museum. Work is performed under the general supervision of the Education Coordinator.

Responsibilities and duties:

1. Assist in the work divisions in the museum—exhibits and curations, education, or archives.
 - a. Intern can choose how and where time will be spent, i.e. 50% of time spent in curations, 50% in archives, or 33% each in curations, education, and archives or any combination thereof.
 - b. Duties in the following areas could include:
 - i. Education
 - 1) Assist with planning and implementation of a special event.
 - 2) Conduct school and scout programs on and off site.
 - 3) Give slide show programs.
 - 4) Conduct adult group tours of the museum.
 - 5) Conduct surveys about the museum programming.
 - ii. Curations
 - 1) Cataloging artifacts.
 - 2) Research specific objects for exhibit labels or file history.
 - 3) Help repack artifacts in storage.
 - 4) Organize the files for the most recent exhibit.
 - 5) Research the next upcoming exhibit and write labels.
 - iii. Archives
 - 1) Staff the research room to assist patrons with questions.
 - 2) Research telephone, email, and mail reference requests.
 - 3) Assist in arrangement and description of manuscript collections.
 - 4) Catalog books for museum research library.
 - 5) Assist with recording and filing biography information in biography notebooks.
2. Meets every two weeks with the Education Coordinator to discuss issues, projects, or work experiences.
3. Plan for a special project from a list of museum staff items or one agreed upon by intern and staff.
4. Execute and present a finished product for use in the museum using the special project.
5. Complete at least one reading assignment as assigned by museum staff.
6. Attend at least one local professional museum roundtable, and write a one-page summary of one's experience.
7. Visit at least one other local museum and write a one-page summary of one's experience.
8. Write a 3-4-page summary of one's internship experience at the Elmhurst Historical Museum.
9. Responsible for filling out own time sheet in a timely manner.

Requirements:

1. Ability to express ideas orally and in writing.
2. Ability to use a computer.
3. Ability to work well on a team and as an individual.
4. Must work no less than 120 hours per semester.

Qualifications:

1. Must have completed at least one year of college coursework.
2. Must have an interest in working in museums.

Personnel Procedures

Work hours

An intern may work at any time between 8:30 a.m. and 5:00 p.m., Monday through Friday. However, staff is flexible and can adjust the schedule as needed to accommodate the intern's needs.

Salary/Compensation

The intern position is a part time position with the City of Elmhurst. Experience, education level, and the amount available in the budget will determine hourly wages. Generally, most interns will be offered between \$8 and \$11/hour. A part time position does not entitle the intern to any other benefits from the City of Elmhurst.

Dress Code

Staff is expected to dress casual professional. This does not include jeans, t-shirts, tennis shoes, very short skirts. However, some work does require clothing that can get dirty or allows for ease of movement when working on exhibits or in collection. Use your best judgement according to the situation. We also ask that you wear a nametag when you are involved with the public.

Assigned Work Space

The intern will be given an inbox and a filing cabinet drawer to keep his/her projects organized. Space is limited in the museum and a desk and computer cannot be guaranteed. Accommodations will be made to give the intern access to both to assist in completing assignments.

Transportation

The intern is expected to be able to get to the Museum using his or her own choice of transportation. The Museum is a short walk from the Elmhurst railroad station on the Union Pacific/Metra West Line, which goes straight into downtown Chicago and out west to Geneva, Illinois. It is also a short walk from the PACE bus stop at York and St. Charles Road. We also have ample parking. If the intern is required to use his/her car while conducting Museum business, s/he will be reimbursed at the current rate per mile.

Scheduling/Notification of Absence/Schedule Changes

The intern and Education Coordinator will determine a schedule that works for both the staff and intern at the beginning of the semester. If the intern is not able to come in, s/he should leave a message on the main museum voicemail (630.833.1457) and the Education Coordinator's

voicemail (630.530.3325) by 9:00 a.m. If the intern must make a temporary or permanent change to the schedule, s/he should talk to the Education Coordinator before doing so.

Housing Arrangements

The Elmhurst Historical Museum does not offer housing or housing assistance. Staff will try to supply interns with resources for locating housing within a reasonable distance from the Museum.

Intern's Responsibilities and Museum's Expectations

Please also see the job description for a better idea of work to be done in the museum.

Internship Program Goals and Objectives

Goal 1: Expose interns to various aspects of museum positions.

Objective: The intern will spend a certain amount of time determined at the beginning of the internship in each area of the museum—curations, education, and archives.

Goal 2: The intern will provide assistance to museum staff with short and long range projects.

Objective: The intern will choose a special project, then plan, execute and present a finished product that can be used at the museum.

Objective: The intern will assist museum staff with projects and duties as assigned.

Goal 3: The intern will gain general knowledge of the museum field.

Objective: The intern will complete reading assignments as set by museum staff.

Objective: The intern will attend local professional museum roundtables.

Objective: The intern will visit other local museum exhibits or facilities.

Possible Internship Special Projects

1. Organize and match rolls of collections photograph negatives to accession records
2. Coordinate marketing materials—send out press releases, design and distribute posters and fliers, design and coordinate information for city wide mailings
3. Disaster plan creation
4. Serve as a research assistant for patrons
5. Develop new school programs—homefront kit, new portable program, Native American games
6. Catalog books for museum library
7. Reorganize research room biography files
8. Work on manuscript collections archival arrangement and description
9. Plan and organize a special event
10. Develop formal evaluations for upcoming exhibits
11. Conduct formal surveys, front end evaluations
12. Help put together special awards applications
13. Research and write labels for an upcoming in-house exhibit
14. Research, write and fabricate an exhibit on your own.

Completing the Internship: Evaluation

Evaluations will be based on several items:

1. The final copy of the special project developed for the duration of the internship.
2. Written summaries of readings
3. Written summary of a visit to another area museum
4. Written summary of a visit to a museum professional roundtable
5. Attendance
6. Completion of a self-evaluation of his/her experience

If this internship is conducted for credit from a university, the intern must meet his/her university expectations also to receive a grade. The staff will evaluate the performance of the intern whether or not s/he is working for credit. In either case, a final interview will be held between the intern and the Education Coordinator to discuss the practical applications learned while at the Elmhurst Historical Museum. The Education Coordinator will keep a file on the intern and would welcome the intern using the Historical Museum as a reference for work done on a resume.