

Job Title: Caroline S. Lloyd Internship

Location: Falmouth Historical Society, Falmouth, Massachusetts

Duration: Summer Internship

Stipend: \$2,000

Position Summary: The Falmouth Historical Society is seeking a motivated and enthusiastic individual to join us as the Caroline S. Lloyd Intern for the summer. This internship presents a unique opportunity to gain hands-on experience working with our education programs and public outreach.

Key Responsibilities:

- Assist the Education Manager in organizing and implementing public programs.
- Conduct research for programs and help develop curriculum.
- Learn how to give tours and interact with the public.
- Help in museum visitor center to engage visitors.
- Collaborate with other staff members on special research initiatives and museum projects as needed.

Qualifications:

- Currently enrolled in or recent graduate of a relevant academic program such as history, museum studies, library science, or related field. High school upper classman welcome to apply as well.
- Strong research skills and attention to detail.
- Excellent organizational and time management abilities.
- Proficiency in Microsoft Office suite and experience with database management preferred. Past Perfect experience is an added bonus.
- Ability to work independently and as part of a team in a fast-paced environment.
- Enjoys public speaking and interacting with new people.
- Genuine interest in local history, museum studies, or archival work.

Schedule:

- 10 hours per week, flexible scheduling available.
- On-campus presence required for project coordination and collaboration with supervisors.

Application Process: To apply for the Caroline S. Lloyd Internship, please submit a cover letter, resume, and contact information for two professional or academic references to Rachel Lovett at Rachel@museumsonthegreen.org. Applications will be accepted until April 24, 2026, and interviews will be conducted on a rolling basis. We encourage early applications as the position may be filled before the deadline.

About Falmouth Historical Society: The Falmouth Historical Society is dedicated to preserving and sharing the rich history of Falmouth, Massachusetts, and its surrounding communities. Our mission is to collect, preserve, interpret, and promote the unique heritage of our region through engaging exhibits, educational programs, and community outreach initiatives. Join us in our commitment to preserving the past and inspiring future generations.

The Caroline S. Lloyd Internship offers a valuable opportunity for aspiring museum professionals to gain practical experience in archival and collections management while contributing to the vital work of the Falmouth Historical Society. We look forward to welcoming a passionate and dedicated individual to our team.