The Indiana State Museum and Historic Sites (ISMHS) mission is to serve as a catalyst for informal lifelong learning that connects the stories of real people, places and things.

The extern will work with the ISMHS’s Environmental Leads, John Spicklemire, VP of System Facility Management and Restoration, and Damon Lowe, Senior Curator of Science and Technology. The extern will be responsible for taking the lead on select initiatives and assisting with sustainability projects. The extern will assess on-site facilities and grounds, both at the main ISMHS campus and the regional historic sites, for opportunities to reduce ISMHS’s environmental impact while saving costs. The applicant will focus primarily on developing sustainable lighting solutions for various historic site properties. Additionally they will work with ISMHS’s development department to identify and research potential grant funders for the projects and compile that information into a usable format to seek funding for implementation. Other potential projects may include assessing additional opportunities for sustainability improvements throughout ISMHS properties as time allows.

Duties will include:

- Work with ISMHS Environmental Leads to research and develop a plan for sustainable lighting at various Historic Sites.
- Research and identify potential funders for these projects based on the funder’s parameters, including deadlines, award amounts and other basic information.
- Create a summary of potential funders and rank them based on fit for the project into levels of viability.
- Learn how to use GuideStar and other resources for research.
- Assess additional opportunities for sustainability improvements throughout buildings and grounds at ISMHS properties as time allows.
- Attend the 3-day ISDP Boot camp May 18 – 20, 2020
Other potential projects may include:

- Energy efficiency and solid waste reduction (reduce, reuse, recycle)
- Investigate alternate energy sources

**Qualifications**

The ideal candidate will have experience and/or coursework in sustainability studies, familiarity with or interest in researching community partners, experience working with Microsoft Office products, effective verbal and written communication skills, be self-motivated, have the ability to prioritize and manage multiple ongoing tasks and be detail oriented.

**Compensation**

Compensation will be in the form of a scholarship through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning June 1\textsuperscript{st} through August 7\textsuperscript{th}, 2020.

**Feedback and evaluation**

The intern will be given regular feedback from ISMHS staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how ISMHS identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships. The intern will be given regular feedback from ISMHS staff on progress and performance. Success in the internship will be determined by the completion of the specified projects in a professional and timely manner.

**Application instructions**

To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaut, ISDP Program Manager at danmcphe@iu.edu. The application deadline is Feb. 28, 2020.