Terry County Heritage Museum
PO Box 1063 / 600 E. Cardwell St.
Brownfield, TX 79316
Ph: 254-485-9626
tchm1928@gmail.com

TERRY COUNTY HERITAGE MUSEUM
INTERN APPLICATION

Instructions

- Attach a cover letter specifying why you are interested in an internship at Terry County Heritage Museum and your relevant background.
- Attach a copy of your résumé detailing academic history, work/volunteer experience, technical skills, and at least 3 references.
- Attach your academic transcript (unofficial copies are acceptable).
- Complete the application.
- Return all materials to tchm1928@gmail.com by **November 10, 2026 at 5:00 pm**, to be considered for the 2027 internship provided through the Terry County Heritage Museum.

Program Description and Dates

The Terry County Heritage Museum (TCHM) is a unique setting in that its artifacts are presented in the house built by our city's namesake, A.M. Brownfield. The community continues to donate artifacts and support the TCHM, which indicates a level of pride in the facility. However, because of the routine donations, the TCHM is overflowing with artifacts. We need help with cataloging what we currently have, creating policies to guide our processes, and making decisions about expansion. As you can see, the Terry County Heritage Museum will provide ample opportunity for an intern to experience several departments of a museum and will provide multiple opportunities for projects to be completed.

We would expect the intern to begin in January of 2027. The date is negotiable depending on the schedule of the intern. The work hours of the intern will be established once the intern has been chosen based on his/her availability and the approval of the TCHM Board Members.

Selection Criteria and Process

A selection committee will be formed to review all applications, interview candidates, and recommend an intern to the Board. When making the selection, the committee will strive to choose the candidate we feel will provide the best opportunity for growth of the museum, as well as for the intern, and who best fits the culture of the setting.

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Please attach all required documents.

Personal Information:

Last Name: _____ First Name: _____ M.I._____

Preferred Name for Correspondence: _____

Mailing Address:_____

City:_____ State:_____ Zip Code:_____

Email Address: _____ Cell Phone Number: _____

Expected Graduation Date:_____ Hours available for work:_____

Questionnaire

1. *What sparked your interest in museum work?*

2. *Why do you want to work at Terry County Heritage Museum?*

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3. *What area of museum work interests you the most, and why?*

4. *What relevant coursework or projects prepared you for the role of an intern?*

5. *How would you describe your experience with research and data collection?*

6. *What experience do you have handling, organizing, or cataloging objects or data?*

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7. *Which digital tools, databases, or software commonly used in a museum setting are you comfortable with?*

8. *What does excellent customer service look like in a museum setting?*

9. *How would you ensure all visitors feel welcome and included during your time at Terry County Heritage Museum?*

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10. *How do you see museums adapting to the needs of modern audiences while maintaining authenticity to the artifacts?*

Pay

The TCHM has designated funds for obtaining an intern. The pay will be discussed should you be chosen for an interview.

Commitment Statement

I certify that the information provided in this application packet is true and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

Email your required documents and completed application to tchm1928@gmail.com not later than **November 10, 2026 at 5:00 pm**.
If you need additional information, contact Keri Barnett at the email above or at 254-485-9626.