



OFFER REAL WORK EXPERIENCES

The most impactful aspect of internships is the opportunity to provide interns with real-world experience. Interns should be doing work related to their academic and professional interests. The work should be challenging and recognized by the organization as valuable.



PROVIDE AN ORIENTATION

Orientations should engage interns and the staff working with them. Whether it is a handbook, training, or website - giving interns an orientation will ensure everyone is on the same page with project expectations. Remember, this is time well spent- everyone wants the internship to be successful.



PAY / COMPENSATE INTERNS

Although valuable, experience needs to pay the bills. Not everyone can afford to participate in an unpaid internship experience. Paying interns for their work is ideal, and it can increase the quality of interns at your museum. If you don't have the resources to pay an hourly wage, consider a stipend, scholarship, or other benefits like a museum membership.



FLEXIBLE SCHEDULE

Students and emerging professionals are juggling busy schedules. Allowing interns the opportunity to set their schedules is a value in and of itself. A flexible schedule means they can choose times to be most productive and fit the internship in and around other responsibilities such as classes or paying jobs.



FOSTER TEAM INVOLVEMENT

Providing interns the opportunity to be part of a team increases their overall learning. Museum work requires collaboration and good communication. Working in groups helps interns build skills and reflects real-world work. It also allows them the opportunity to build professional networks.



CONDUCT EXIT INTERVIEWS

Conduct exit interviews with your interns to learn from them. Be sure to keep in touch as well; a former intern could be the employee your museum has been looking for!