

# Internship Application

Page 1 of 2

 Hamilton Wood Type  
& Printing Museum  
1816 10<sup>th</sup> Street  
Two Rivers, WI 54241  
920-794-6272  
www.woodtype.org  
info@woodtype.org

## Internship Information

Hamilton Wood Type has been a museum since 1999 and is housed in one of the earliest Hamilton Manufacturing Company buildings. Hamilton began in 1880 and from 1891 until 1985 was the world's leader in wood type production. Hamilton Wood Type is also a working museum with a fully equipped pressroom. Our motto is preservation through use, but we also have the needs of any museum, which demands protection of the collection. As a way of sharing the history of Hamilton and the enjoyment of letterpress printing, we extend this internship program to working professionals and students alike.

Candidates should have a strong interest in art, history, or library sciences, be highly motivated, and comfortable working within a studio environment. Interns help maintain the studio facilities as a portion of their time, including cleaning and organizing the studio for general upkeep and usage for rentals and workshops. Interns should also be prepared to help catalogue and preserve the collection stored here at the museum. As your experience progresses, you'll have the opportunity to work with more of the museum's collection and equipment. Printing projects during the internship vary with experience and may include 1 to 3 color registration jobs, event promotional materials, custom designs, and a variety of other interesting projects. Supervised by the director and assistant director of the museum, interns will receive guidance on executing jobs they are not familiar with and freedom to plan and produce the job on their own if ready.

As an intern at Hamilton, you will be working hard and getting dirty. This is a factory. You'll be standing on concrete floors all day, so wear comfortable shoes. The ideal internship candidate will be ready to act professionally, work hard, follow directions, listen well and be ready to learn.

Housing, meals, and transportation will be your responsibility. If you need help finding housing, we have a few suggestions.

## Applicant Information

Please send a resume with a short letter of intent or cover letter explaining why you would like to intern at Hamilton, what you expect to get out of the experience, and what you have to offer as part of our organization. If you have work you would like to show, please include those as well. Physical applications can be sent to the museum at 1816 10th St., Two Rivers, WI 54241 and digital applications can be sent to [info@woodtype.org](mailto:info@woodtype.org). Portfolio samples will not be returned.

Hamilton offers internships throughout the year. Internships are currently unpaid and sessions can range from 1 to 3 weeks in length. There is limited space in each session, so we expect to receive applications at least two months before the date you are applying for. Please fill out the second page of this form and include it with your application. For questions about internships please contact the museum at [info@woodtype.org](mailto:info@woodtype.org).

# Internship Application

Page 2 of 2



Hamilton Wood Type  
& Printing Museum

1816 10<sup>th</sup> Street  
Two Rivers, WI 54241  
920-794-6272  
www.woodtype.org  
info@woodtype.org

## Intern Application

---

Applicant's Name

Date

---

Street Address

---

City

State

Zip

---

Phone

E-mail

Desired starting date: \_\_\_\_\_ Finishing date: \_\_\_\_\_

---

Academic Institution, Press, or Company Name

---

Area of Study/Experience

### Please indicate your primary areas of interest:

- Administration
- Bookmaking
- Development
- Education/Outreach
- Exhibitions
- Graphic Design
- Letterpress Printing
- Library/Collections
- Other \_\_\_\_\_

Please include with this form a resume, letter of intent or cover letter, and if applicable, images of your work.

### Send physical applications to:

Hamilton Wood Type & Printing Museum  
1816 10<sup>th</sup> Street  
Two Rivers, WI 54241

### Send digital applications to:

info@woodtype.org