Description:

Hamilton Wood Type has been a museum since 1999 and is housed in the same community that Hamilton Manufacturing Company was started. Hamilton began in 1880 and from 1891 until 1985 was the world’s leader in wood type production. Hamilton Wood Type is a non-profit, working museum with multiple fully equipped pressrooms and classrooms. 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 opportunity to local students.

Candidates should have a strong interest in art, design, history, education, marketing, museum 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. This is a wonderful opportunity to get hands-on experience. The projects you will be working on may be used in the museum and throughout the community.

As an intern at Hamilton Wood Type, you will be working hard and getting dirty. Our museum is in an old factory. The ideal internship candidate will be ready to act professionally, work hard, follow directions, be creative, have the ability to work independently, pay attention to detail, and be ready to learn.

Primary Objectives of Internship:

- Maintaining, organizing, and cleaning the Museum studio facilities
- Designing and printing posters and other marketing materials for the Museum
- Cataloguing and preserving the collection stored here at the Museum
- Assisting with letterpress and bookmaking workshops offered at the Museum

Areas of Interest:

Graphic Design, Printmaking or Letterpress Printing, Marketing, Communication, History, Education/Outreach, Library/Collections, Administration/Development

Application Information:

Please send the attached application and 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. Portfolio samples will not be returned.
Internship Application:

Applicant’s Name ___________________________ Date __________________

Street Address ___________________________________________________________

City __________________ State ___________ Zip _____________________________

Phone __________________ E-mail __________________

Desired starting date: _______________ Finishing date: ______________________

Availability ______________________________________________________________

School You Attend ________________________________________________________

Area of Study or Major ____________________________________________________

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 10th Street
Two Rivers, WI 54241

Send digital applications to:
info@woodtype.org