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**Christina Matta** <christina.matta@wisc.edu>  
To: Robin Untz <lakemillsaztalanhistorical@gmail.com>

Thu, Jan 16, 2020 at 10:47 AM

Hi Robin,

Thank you so much - I'll get it out to our students this week! Is it okay for me to set March 1 as a deadline and have students apply directly to you?

Thanks again, and stay warm!  
Christina

A handwritten signature in cursive script, appearing to read "Untz", with a horizontal line underneath.

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The Lake Mills Aztlan Historical Society is seeking an undergraduate intern for the current academic year and/or Summer 2020 to help with projects in digital preservation, general preservation, outreach and education as well as museum site and display work. The Society is dedicated to the preservation and education of local pioneer and ancient Native American history and includes seven pioneer buildings at the museum site as well as our wide-range of artifacts and archives from Native American objects to World War II-era posters.

The projects developed and assigned will depend on the interests and abilities of the student, but may include implementing a work plan for digitizing the archival collections, organizing physical documents and adding metadata to existing digital records, updating Society reports and visitor guides, maintaining site and display information, and/or creating a video tour of the museum site to improve accessibility. The intern will learn basic digitization methods, develop project management skills, and broaden their communication skills by preparing materials for a broad audience. The position will be supervised by Robin Untz, LMAHS President and Curator and regular feedback will be provided.

The Society is located approximately 30 miles east of Madison via I94; interns must have their own transportation, though some portion of the work could be completed remotely with occasional visits to the site. The schedule is flexible and most is work at your own pace although some work will need to be completed within the hours of the local library where archives are stored. The work environment is casual and sometimes outdoors at the museum site. This is an unpaid position, though Summer 2020 interns would be eligible to apply for support through the SuccessWorks Summer Internship Fund.

Interested students should submit a letter of intent for the general area of a project, for example, cataloging archives, display development, adding to digital content through digital preservation, visitor guide or video, etc.) List your area of study, special interests and skills relating to museum, preservation and archival work if any. No formal experience is required and basic training and guidance will be provided; we encourage and support opportunities for first time experiences and growth in your area of interest and skill set. Finally please provide basic contact information, availability including remotely via computer or phone, and what amount of time you are able to commit to a project. Our breadth of history and activities allows projects of varying commitments to be developed to fit the student's needs while still providing the Society will valuable support. Projects will be developed with student input, based on the information provided to ensure a successful, enriching experience.

