



ROBERT HENRI MUSEUM AND ART GALLERY
FIELD EXPERIENCE PROGRAM

2026

January 1, 2026 – December 15, 2026

Coordinated

By

Peter Osborne, Executive Director
Robert Henri Museum and Art Gallery

Museum Address:

218 East 8th Street, Cozad, Nebraska 69130

Gallery Address:

207 East 9th Street, Cozad, Nebraska 69130

Mailing Address:

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ROBERT HENRI MUSEUM AND ART GALLERY

FIELD EXPERIENCE PROGRAM

Peter Osborne, Executive Director
Robert Henri Museum and Art Gallery

Objectives

The Museum sponsors an internship program that allows students to experience *a day in the life of a museum and art gallery*. Students participate in the day-to-day operations of our museum for a specified time and assist the organization with current projects that range from giving tours of the museum and art gallery, assisting in accessioning and cataloging the museum's collection, the creation of new exhibits and working in its archives. In addition, the intern will assist in helping in the museum's new gallery that is to open in the in the spring of 2025.

Educational Objectives

The Society's director will provide the intern with an overview of a typical non-profit operation and allow him/her to participate in various aspects of a typical not-for-profit operation. The Society's director has a wide circle of friends and colleagues around the region who participate in this program by allowing the director and intern to interview and discuss with them their jobs, outlooks, projects and insights. By meeting these people and with individual sessions dedicated to a number of topics, such as those listed, the intern will leave the program with a wide range of experience in the museum field.

Provision for Ongoing Supervision

The director will be the intern's immediate supervisor and will meet regularly. Because of the nature of the director's job, he will be with the intern for a significant part of the day. In addition, the intern will be required to keep a journal and make a copy for the museum and his/her instructor at the end of the internship. This is compulsory.

Training

The intern will be given training to work with volunteers, staff and visitors and along with reading materials to familiarize themselves with Robert Henri, his life and career.

Work Schedule

The work schedule will be worked out between the director and intern and will take into consideration the intern's personal and school schedule. It is expected that the intern will work 37.5 hours per week. A schedule will be agreed at the outset and will be dependent on the requirements of the coursework.

Compensation

The intern will be paid \$6,000 dollars (\$13.75 per hour) for the entire internship and be paid every other week. If the intern requires housing the museum will explore local opportunities on behalf of him/her. Transportation to and from the museum will be the responsibility of the intern.

Application

To apply for an internship the student must be at a junior or senior level of studies at a four-year accredited college and be an art history, history or museum studies major. Please provide the following:

Cover letter including a short essay of 1,000 words on why you should be chosen to participate in the museum's internship program:

(Can attach as pdf)

Two reference letters:

(Can attach as pdf)

Name:

Address:

City, State and Zip Code:

Telephone:

Email Address:

Resume or CV:

(Can attach as pdf)



My phenomenal experience in Cozad, Nebraska working at the Robert Henri Museum will undoubtedly change the direction of my career. I am currently beginning my PhD focusing on Robert Henri's time in Ireland. During this internship, I learned a wealth of information and met some of the kindest people I have ever come across. Mr. Peter Osborne guided me and trained me to be an independent thinker and an informed and curious curator, and the Board of Directors and Volunteers made the Robert Henri Museum and Art Gallery feel like a home away from home. I encourage all college students interested in history, art history, museum and collection studies to apply.

STATEMENT FROM JESSICA, INTERN DURING SUMMER 2023.

The application must be submitted, either in writing or electronically, to the museum by April 1, 2026, to be considered for a summer internship. It will be evaluated by a committee of members of the institution's board of directors. Notification of acceptance will be made on May 1, 2026. If an applicant is interested in interning for another period of time they can submit an application anytime.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

It is the policy of The Robert Henri Museum not to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any other classification protected by applicable federal, state, or local law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, visitors, volunteers, subcontractors, vendors, and artists. The Robert Henri Museum is committed to maintaining a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.

The Robert Henri Museum is an equal opportunity employer. We will not discriminate and will take affirmative action measures against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression or any other classification protected by applicable federal, state, or local law.



INTERN APPLICATIONS SENT TO THE FOLLOWING IN 2025

Timothy Stott, Trinity College, Dublin Ireland - 2025

Nathan Tye and Will Stoudmire, UNK – History department

Mid Plains Community College – Art and History departments

Erin Sis - sise@mpcc.edu

Hasting College – Art Department and Alumni Department -2025

No art programs in Central Community College

UNK – Art Department - Richard Schuessler - schuesslerr@unk.edu

UNO – Art Department – Madison Bowman

Amy Millicent Morris - ammorris@unomaha.edu

cfam@unomaha.edu

UNL – Art, Art History Department - schoolaahd@unl.edu

TOPICS OF INTEREST TO BE DISCUSSED DURING THE COURSE OF THE INTERNSHIP

Administrative

Review Museum's Strategic Plan and current projects
Review Society's By-Laws and Legal organization
Financial Review & Budgeting
Review Director's Resume

Collections Management

Review accession and collections management policies

Exhibit Design and Installation

Visit Dawson County Historical Museum
Visit Gothenburg Historical Society and Pony Express Station

Restoration Projects

Tour the Robert Henri Museum and review restoration efforts
Tour museum's church and school properties
Visit the Rails and Trails Museum in Kearney

Book Project

Review development of a typical research project

Perspectives

Meet with Dawson County Historical Museum with Crystal Werger, Director
Meet with Judy Andres, 100th Meridian Museum
Reflections on being a Henri Museum Board member
Conversation with Marlene Geiger (President), Chuck Birgen, (Treasurer) and
Larry Paulsen (Board member)

Provision for Ongoing Supervision

The director will be the intern's immediate supervisor and will meet regularly at the Society's archives. Because of the nature of the director's job he will be with the intern for most of the day. In addition, the intern will be required to keep a journal and make a copy for the museum and his/her instructor at the end of the semester.

Work Schedule

The work schedule will be worked out between the director and intern and will take into consideration the intern's personal and school schedule. A schedule will be agreed at the outset and will be dependent on the requirements of the coursework and school.

POSSIBLE PROJECTS FOR 2025

ALLY

Assist with day to day activities

Hang Impact Nebraska show

Assist with any final exhibit installation in new gallery

Check listing of museums where Henri paintings are

Include number of paintings and sketches

Timeline of Henri's career and life with relation to paintings that RHM has

Assist with ribbon cutting if needed

BROOKE

Assist with day to day activities

Hang Impact Nebraska show

Assist with any final exhibit installation in new gallery

Check listing of museums where Henri paintings are

Include number of paintings and sketches

Organize archives after move to old gallery and file the loose materials

Write description of the four notebooks and analysis

Assist with ribbon cutting if needed

IDEAS

Apple Ipad

Update files so that they are on the ipad and not online

Inventory items in dining room and Maryott exhibit

Inventory items in dining room into Past Perfect

PROJECTS FOR 2025 SEASON

ITEMS TO DEAL WITH ON INTERNS ARRIVAL

Package of welcoming items
Key to museum, gallery
Name tags
Vest to wear
Docent guide
Tour of museum and gallery
Tour of library and archives
Banking set up, show post office

DAY TO DAY ACTIVITIES

Keep journal of activities
Give tours of museum and gallery to visitors
Attend board meetings

MAIN PROJECTS TO COMPLETE – TOP PRIORITY

Educational Sessions
Meetings with various civic groups – Rotary, Ambassadors, Library
Projects that Peter is proposing
Assist with new exhibits in gallery

AS TIME ALLOWS

Meetings with various historic institution leaders in Dawson County
Meet with MONA staff re Robert Henri
Set aside time for Ally to do research
Meet with donors when they are available

IF TIME ALLOWS

Inventory items in dining room and Maryott exhibit
Inventory items in dining room into Past Perfect
Assist with efforts to organizing archives

EDUCATIONAL SESSIONS

1st Session

Reasons for participating in program and career
Review Director's Resume and bio
Review Society's By-Laws and Legal organization

2nd Session

Review Museum's Strategic Plan and current projects
Financial Review & Budgeting
Bookkeeping

3rd Session

Review accession and collections management policies - Museum

4th Session

Media Relations

5th Session

Leadership Discussion

6th Session

Review RHM exhibit design – Gallery and Museum

7th Session

Publishing
Review books
Review development of a typical research project

8th Session

Professional contacts
Meeting of Dawson County Historical Museums group
Meet with Dawson County Historical Museum Director Crystal Wegner
Meet with MONA staff
Visit Dawson County Historical Museum – Meet at Lexington
Visit Gothenburg Historical Society and Pony Express Station
Meet with Judy Andres, 100th Meridian Museum

9th Session

Reflections on being a Henri Museum Board member

Conversation with Marlene Geiger (President), Chuck Birgen, (Treasurer)

PROJECTS FOR 2024 SEASON

EDUCATIONAL SESSIONS - Work experience in the profession

1st Session

Reasons for participating in program and career

Review Director's Resume and bio

Review Society's By-Laws and Legal organization

6th Session

Review Museum's Strategic Plan and current projects

Financial Review & Budgeting

Bookkeeping

2nd Session

Media Relations

3rd Session

Leadership Discussion

4th Session

Review RHM exhibit design – Gallery and Museum

5th Session

Publishing

Review books

Review development of a typical research project

7th Session

Review accession and collections management policies - Museum

8th Session

Professional contacts

Meeting of Dawson County Historical Museums group

Meet with Dawson County Historical Museum Director Crystal Wegner

Meet with MONA staff

Visit Dawson County Historical Museum – Meet at Lexington

Visit Gothenburg Historical Society and Pony Express Station

Meet with Judy Andres, 100th Meridian Museum

9th Session

Reflections on being a Henri Museum Board member

Conversation with Marlene Geiger (President), Chuck Birgen, (Treasurer) and
Larry Paulsen (Board member)

JESSICA SHARKEY

PROJECTS FOR 2023 SEASON

ITEMS TO DEAL WITH ON JESSICA'S ARRIVAL

Package of welcoming items
Key to museum, gallery
Vest to wear
Docent guide
Apartment arrangement
Tour of museum and gallery
Tour of library and archives
Banking set up, show post office
Places to eat in Cozad
Bike from Reggie Fox
Tour of area with Tim Hansen

DAY TO DAY ACTIVITIES

Keep journal of activities
Give tours of museum and gallery to visitors
Tim Hansen to give tour of the area
Trip to North Platte to get Social Security Number for Jess
Trip to Kearney for computer repair
Trip to Kearney to pick up computer

MAIN PROJECTS TO COMPLETE – TOP PRIORITY

Educational Sessions
Achill Island paintings exhibit in old parlor – Hang paintings, labels, mount labels, brochure and complete
Give half of the lecture on the centennial of the Art Spirit in July
Analyze frames of paintings in gallery with Sara Miller
Make arrangements to take Jessica to Kearney, Omaha, Lincoln
Assist with The Immortal Eight exhibit – Write labels
Meetings with various civic groups – Rotary, Ambassadors, Library
Assist with The Passing of the Art Spirit exhibit – Fabrication
Assist with The Art Spirit at 100 presentation
Give most of the lecture on Robert Henri's six well known students in new exhibit in August
Analyze paintings in gallery and update accession files in Past Perfect

AS TIME ALLOWS

Meetings with various historic institution leaders in Dawson County

Meet with MONA staff re Robert Henri

Set aside time for Jessica to do research

Meet with donors when they are available

Visit Red Cloud and Willa Cather Museum

IF TIME ALLOWS

Inventory items in dining room and Maryott exhibit

Inventory items in dining room into Past Perfect

Assist with efforts to organizing archives

EDUCATIONAL SESSIONS - Work experience in the profession

1st Session

Reasons for participating

Review Director's Resume and bio

Review Society's By-Laws and Legal organization

Review Museum's Strategic Plan and current projects

2nd Session

Media Relations

3rd Session

Leadership Discussion

4th Session

Review RHM exhibit design – Gallery and Museum

5th Session

Publishing

Review books

Review development of a typical research project

6th Session

Financial Review & Budgeting

Bookkeeping

7th Session

Review accession and collections management policies - Museum

8th Session

Professional contacts

Meeting of Dawson County Historical Museums group

Meet with Dawson County Historical Museum Director Crystal Wegner

Meet with MONA staff

Visit Dawson County Historical Museum – Meet at Lexington

Visit Gothenburg Historical Society and Pony Express Station

Meet with Judy Andres, 100th Meridian Museum

9th Session

Reflections on being a Henri Museum Board member

Conversation with Marlene Geiger (President), Chuck Birgen, (Treasurer) and Larry Paulsen (Board member)

EVALUATION OF JAKE WHITNEY'S TIME AS INTERN

Did a great job with tours for the general public

Participated in the museum's public events and helped where needed

Was able to participate in the day-to-day operations and be of great help

Was trusted with the most sensitive of security information

Added new dimension to interpretation of Henri and his career – *Philosophical anarchist*

Was given exposure to public history and various insights by the director

Jake's transcription of Robert Cozad's 1880 diary will be able to be used for a future professional paper

Provided the museum with insights into how it needs to have a second person on staff, especially as it moves forward with more and more programs

Simplified the director's life during the busiest season of the year by assisting with day-to-day operations

Did not keep journal as had been required and requested – needed to evaluate program for the future, only real disappointment both for the museum and UNK staff

EVALUATION OF JESSICA SHARKEY TIME AS INTERN

Did a great job with tours for the general public

Participated in the museum's public events and helped where needed

Was able to participate in the day-to-day operations and be of great help

Was trusted with the most sensitive of security information

Added new dimension to interpretation of Henri and his career – *Painting style and the creative process*

Was given exposure to public history and various insights by the director

Jess's presentations on the Art Spirit, Painters of A New Century and Passing on the Art Spirit were recorded and all excellent

She was an important leader in the creation of three exhibit and participated by completely designing and fabricating a show on Achill Island the Painters of A New Century

Provided the museum with insights into how it needs to have a second person on staff, especially as it moves forward with more and more programs

Simplified the director's life during the busiest season of the year by assisting with day-to-day operations

Was singularly an important addition to the staff

Reggie Fox said she came in an intern and left a curator

She kept an excellent journal

GENERAL EVALUATIONS OF FIRST TWO INTERNS

Detailed planning was worth it and made the program a greater success

Really need to use graduate students in the future because of maturity and further along on a career path

Receptions were a nice touch to end things, well-liked by museum volunteers

Fit right into the life of the museum and volunteers from the beginning

Good to get intern out to various sites and to meet folks

Good idea to keep donors involved

Need to formalize the process of application in the future

Several board members did not understand what the goals of the program were or how internships operate or what we were trying to accomplish in spite of repeated efforts at board meetings to inform them of what was going on.

FUTURE INTERNSHIPS AND IDEAS FOR INTERNSHIPS

Eliminate section of program that deals with Museum management issues as has been done in time past – Just assign tasks ie – Tours, Accessioning, Cataloging and Cleaning

Formalize process

Advertise widely

From the Met application

The application requires:

- Short essay responses
- An unofficial transcript
- A résumé describing any work or extracurricular experiences
- For Design Department candidates, a PDF portfolio or link to an online portfolio
- Two letters of recommendation, one of which must be from a professor or instructor who knows you in an academic context

Here is a link to the Met Internship webpage, this one involves a log-in system for applicants. I think they have a large volume of applications and that could be why its so complicated.

<https://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students/summer>

The Vatican Museums have a web page outlining their internship application.

<https://m.museivaticani.va/content/museivaticani-mobile/en/musei-del-papa/stage.html#:~:text=Each%20intern%20is%20assigned%20to,laboratories%20C%20departments%20and%20many%20others>

The Vatican Museums have a web page outlining their internship application. I've linked it here.

<https://m.museivaticani.va/content/museivaticani-mobile/en/musei-del-papa/stage.html#:~:text=Each%20intern%20is%20assigned%20to,laboratories%20C%20departments%20and%20many%20others>.