**SUMMER 2020 COLLECTIONS INTERN**

**Title:** Collections Intern

**Hours per week:** 6-8 hours per week (for- or non-credit internship), non-paid

**Education and Experience:**

* 2.75 GPA
* Undergraduate student in a degree program for Historic Preservation, Museum Studies, History, Art History, or similar
* Museum training and/or previous internship experience preferred

**Start Dates:**

* Mid-May (times flexible)
* Required attendance to Internship Orientation on **May 15th**

**Summary:**

* The Collections Intern will work with the Museum Director on various collections-related projects as assigned.

**Duties and Responsibilities:**

* Assist museum staff with exhibition creation, through all phases of production from subject research, object selection, label writing, design, and installation.
* Conduct data entry in the collections management database, PastPerfect
* Assist Museum Director with data entry of new acquisitions, cataloging museum collections and researching patron queries
* Assist with various projects including inventorying specific collections and working on storage and rehousing projects related to new acquisitions

**Knowledge and Skills:**

* Knowledge of material culture and accepted standards and practices for storage and handling of objects preferred
* Familiarity with collections management database systems; knowledge of PastPerfect system preferred but not required
* Well-organized, methodical, able to work independently and cooperatively with supervisors
* Ability to organize and prioritize duties
* Accuracy and attention to detail

**Application Requirements:**

* One *signed* letter of recommendation from a former or current employer, professor, or advisor
* All applications must include a **cover letter, resume, letter of recommendation,** and the completed **internship application** below, sent to: Cody Youngblood, Director, Museum Operations, at [museum@georgecmarshall.org](mailto:museum@georgecmarshall.org) (PDF or Microsoft Word format only)

**INTERNSHIP APPLICATION**

1. Briefly describe your interest and qualifications for the position.
2. What is the role of a historic house museum and its collections in a local community and what are its strengths and challenges in the United States?
3. What inspired you to apply for this internship at the George C. Marshall International Center?

GCMIC is an equal opportunity employer and considers all candidates for employment, volunteer, and internship positions regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.