



COLLECTIONS DEPARTMENT INTERN

ARTIFACTS

The History Center of Olmsted County, a local history museum with a diverse collection, is seeking an intern to work with the Collections Manager and Curator. The History Center puts on a variety of exhibits during the year and is currently working on a comprehensive inventory of the collection. The Intern will have opportunities to work closely with both the Collection Manager and Curator, as well as have individual tasks assigned to them. Specific areas of focus will be determined by the collections department needs as well as the intern's skills and interest.

Responsibilities

- Assist with accessioning new artifacts into the History Center's permanent collection
- Work on the cataloging and inventory of the artifacts
- Work with the Curator and Collections Manager in the reorganization of the storage spaces
- Assist the Curator with research, building, and installing exhibits
- Help with the care and tracking of the collection.
- Participate in museum events
- Support the Collection Manager with other tasks as assigned

QUALIFICATIONS

- Ability to multitask
- Strong attention to detail
- Strong research, writing, organizational, and communication skills
- Proficient with Microsoft Office Suite, experience with PastPerfect Museum Software a plus
- Able to lift 50 lbs.
- Stand or sit for long periods of time.
- Occasionally work in outdoor weather conditions
- Enrolled or plan to be enrolled in an undergraduate or graduate degree program in history, library science, museum studies or a related field
- Background knowledge on Minnesota history from the 19th century to present is preferred

Summer 2019 Internship Dates

May through the end of August, 15-30 hours a week, includes some nights and weekends



Application Instructions

To be considered for an internship, please submit resume, cover letter, and Internship Application. Cover letter should include dates applicant is available, what skills, abilities, and experiences the candidate brings to the position, and how the internship relates to candidate's long term goals. Resume and cover letter should be sent to the Collections Manager at registrar@olmstedhistory.com.

Application Deadline: Applications received by April 15, 2019 will be given first consideration. Applications will be accepted until positions are filled.

This job description is subject to change at any time. The History Center of Olmsted County is an Equal Opportunity Employer.