

## Collections Project Intern

The Elkhorn Valley Museum (EVM) seeks a summer intern for 10 weeks during May-August 2017. This collections internship will give the intern extensive experience working with the artifact collection and contributing to an exciting collections management and care project. In addition to gaining experience with collections work, the intern will learn about daily operations at a small regional museum. About 75% of the internship will be working on the collections project and the remaining 25% will be spent on museum activities and outreach relating to the collection.

Built in 1997, the Elkhorn Valley Museum is a regional history museum in the largest city in Northeast Nebraska. EVM's artifact collection documents the history of the region and includes a variety of items including textiles, furniture, agricultural implements, housewares, and military artifacts. EVM is also home to the Johnny Carson Gallery and the Johnny Carson collection.

### Internship Duties:

- Catalog artifacts using PastPerfect
- Photograph artifacts and upload images to PastPerfect
- Conduct research on Artifacts and add the information to the catalog
- Rehouse artifacts using museum best practices
- Clean artifacts using museum best practices
- Assist the Collections Project Manager as needed
- Attend and present at monthly artifact committee meetings
- Staff the front desk and open and close the museum as needed
- Participate in Museum programs and events, including July 4<sup>th</sup>'s Old-Time Independence Day Picnic
- Develop ways to share the collection with the public

#### Possibilities include:

- Contributing to Social Media
- Curating small exhibits
- Contributing to EVM's newsletter

### Internship Length and Dates

- 10 weeks, 40 hours/week
- Flexible start and end date
- Flexible workweek is regularly Tuesday through Saturday, may include occasional nights
- July 4<sup>th</sup> will be a work day

### Housing Options

- Rental housing may be available at Northeast Community College dorms
- A bedroom with a friend of the museum may be available for rent, if desired
- Check local classifieds for apartment listings

### Qualifications

- Coursework in museum studies

- Strong interest in late 19<sup>th</sup> and 20<sup>th</sup> century American history
- Knowledge of museum object handling best practices
- Ability to independently and accurately identify objects
- Ability to work independently
- Strong sense of curiosity
- Strong writing skills, good grammar, high attention to detail
- Experience and high comfort level working with museum collections preferred
- Experience with PastPerfect preferred
- Currently enrolled in or recently graduated from an undergraduate program in history, museum studies, or related field. Currently enrolled in or recently graduated from a graduate program in museum studies, material culture, or related field preferred.

#### Compensation

- \$11 per hour

Please send Cover Letter, Writing Sample, Resume, and list of References to [ryan@elkhornvalleymuseum.org](mailto:ryan@elkhornvalleymuseum.org). Applicants will be reviewed on a rolling basis. Open until filled.