

Intern Project Description

Prints and Photographs Intern, Collection Processing Initiative Project

Supervisor: Collection Manager for Prints and Photographs Special Projects

Objective: To help reduce the museum's backlog of unprocessed prints and photographs materials, including pre-accession appraisal and post-accession cataloging and processing, and make them available for use by the public.

Responsibilities: Responsibilities will include at least some of the following:

- Surveying and appraising unprocessed materials
- Organizing, re-housing, and marking collections
- Preparing finding aids and catalog record content
- Preparing acquisition proposals for un-accessioned materials

Responsibilities may also include:

- Researching legal status of materials in museum records
- Taking inventory of unprocessed collections
- Returning or disposing of rejected materials according to established museum procedures
- Updating paper files, inputting data and tracking acquisition progress in Access database

Qualifications: Enrollment at an accredited college or university; interest in Chicago history and working with original visual materials; attention to detail; good communication and organizational skills; computer literacy; ability to work independently and as part of a team; museum studies and/or archives management coursework (or equivalent experience) preferred. Knowledge of photographic and print media is also a plus.

Final Product (if any) Expected at the End of the Internship:

Understanding of how museums acquire, select, process, and document photographic materials and prints. Collection Manager will work with intern to develop specific internship goals in keeping with the intern's prior knowledge and experience.

Dates of Project: Spring 2010; start and end dates of internship are flexible

Time commitment: 7-20 hours per week; hours must occur during the week, during business hours when supervisors are present.

Application Deadline: We are currently accepting applications for this internship project.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.