

CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Collections Management Intern, Costume and Textiles

DEPARTMENT: Collections Management

INTERN SUPERVISOR: Collection Manager, Costume & Textiles

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The intern will learn about collections management of a costume collection through their work with the collection including rehouseing, inventory, and processing. The intern will learn the importance of record keeping in a museum, as well as new record keeping techniques and software.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Acquisitions Processing	The intern will work with the collection manager to process acquisitions into the permanent collection. The intern will become familiar labeling, tagging, and cataloging of material, as well as the museum database.
Collections work: Inventories, moving of collection pieces, and rehousing	The intern will learn about inventories and database location tracking; they will learn how to handle and move objects, and rehouse and store material.
Conducting research in order to update the museum database	The intern will become familiar with original collections records. They will identify collection pieces using the museum records, and track down problems; through this process, the intern will refine research and writing skills.

ADDITIONAL INTERN ACTIVITIES:

- Some gallery cleaning, pest management and environmental duties.
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

-This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;

- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.

- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

WORKING RELATIONSHIPS:

The intern will primarily work with the costume collections manager, but may also work with conservators and other members of the collection staff.

QUALIFICATIONS:

- Master's degree in museum studies, certificate in museum studies or MLIS or other applicable degree. Senior in fashion or design school.
- Some experience using databases, and MUST have some sewing skills (you will not be taught how to sew)
- Ideal applicants should have an interest in fashion history, and museum collections.
- PC proficient.
- Ability to lift, carry, or otherwise move and position boxes weighing up to 45 pounds. And be on their feet most of the day.
- Ability to function independently as well as on a team.
- Ability to ask for help or ask questions in general when unsure, i.e. a willingness to learn.
- Must be able to type
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

A minimum of 16 hours a week (ideally, intern will be available in the beginning of the week i.e. Monday, Tuesday, or Wednesdays) for 12 weeks.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

March 1, 2013

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship 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
- contact information for two references

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. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.