Chicago History Museum

Internship Project Description
Collections Intern – costumes

Supervisor(s):
Exhibitions and Textile Conservators, and Costume Mount-maker

Objective:
Assist with and support conservation and costume mount-making activities related to the upcoming *Ebony Fashion Fair* exhibition including assisting with repair and stabilization treatments of costumes, creating costume mounts and mounting costumes, and helping with the installation of the mounted garments.

Responsibilities:

- Under the supervision of the exhibit and textile conservator(s), the intern will assist with the examination, treatment, repair of costumes for the upcoming *Ebony* exhibition. The intern will be expected to perform remedial conservation treatments, and produce written and/or photographic documentation as required.

- Under the supervision of the Costume Mount-maker, the intern will assist with creating costume mounts, and mounting costumes for the *Ebony Fashion Fair* exhibit.

- The intern will assist with clerical and administrative tasks for conservation including updating conservation reports, data entry, and filing, as well as digital photography for documentation of condition and treatment, and basic editing of digital photographs using Adobe Photoshop Elements software.

- The intern will also assist with exhibition preparation tasks, and exhibit installation.

- The intern will also be asked to assist with general oversight of the lab and mount-making area, which may entail light housekeeping and inventory of supplies.

Qualifications: Candidate must have excellent manual dexterity, sewing skills, and experience with pattern-making. Preferably the candidate will have experience handling museum collections, and/or experience working in conservation, restoration, or studio arts. The intern must be able to work both independently and as part of a team, as well as have strong organizational and verbal communication skills, and the ability to interact with professional staff in the Collections and Exhibitions departments. Some experience with digital photography, Adobe Photoshop Elements, Microsoft office programs such as Access and Word preferred.

Dates of Project: We are currently recruiting for the fall term.

Time commitment: Interns must be able to work a minimum of two days during the work week (9:30 am – 4:00 pm Monday – Friday), when the volunteer supervisor is present, for no less than 10 weeks.

Application Deadline: We are currently accepting applications for this intern opportunity.

How to Apply

- Complete a Intern or volunteer application form, which can be found online at http://www.chicagohistory.org/aboutus/jobsvolunteering/volunteering

- Include a resume outlining your educational, professional, and volunteer experiences or a one-page biographical statement

Every effort is made to match the skills and interests of prospective interns/ volunteers with the needs and priorities of the department and the institution overall. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.