Chicago History Museum

Intern Project Description

Project Title: Costume Inventory and Rehousing

Supervisor: *Costume Collections Manager*

Objective: To assist in implementing a new numbering system for hanging costume storage, which requires an inventory of the collection.

Responsibilities: Interns will inventory the collections in hanging costume storage, tag each garment, and re-hang each piece. If they have the skill level, they may also do some minor database work.

Qualifications: Applicants must be graduate level or advanced museum studies or fashion/design student; must have entry level sewing skills

Final Product at the End of the Internship: Current inventory hanging costume storage.

Dates of Project: ongoing

Time commitment: We are seeking applicants available part time or full time; minimum time commitment is fourteen hours a week; hours must occur during weekdays when supervisor is present.

Application Deadline: We are current accepting applications for this internship opportunity.

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
- 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. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.

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