

## CHICAGO HISTORY MUSEUM

### INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Creating Bibliographies for Chicago Topics

DEPARTMENT: Research and Access

INTERN SUPERVISOR: Director of Research and Access

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The intern will review, revise, and create new bibliographies of commonly-requested topics in Chicago history research at the Research Center of Chicago History Museum.

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:

<b>ACTIVITY</b>	<b>EDUCATIONAL GOAL</b>
Review existing bibliographies created to assist History Fair students, and prioritize ones to be revised.	The intern will discover and become familiar with Chicago area history and source materials at the Research Center.  They will increase their awareness of publications in the last 10 years that may be added to existing bibliographies. The intern will use and improve research skills.
Compare list of suggested additional topics and determine whether to combine them with existing bibliographies or create new ones.	The intern will develop skills in logic and historical research.
Examine books and other possible additions to the new or revised bibliographies; select items to be included in the bibliographies; complete keyboarding of the bibliographies.	The intern's writing skills will be enhanced as they write descriptions that communicate well with a variety of audiences such as researchers, ranging from young students to scholars and the adult public.

### ADDITIONAL INTERN ACTIVITIES:

- The intern may also be asked to help with preparation of the online version of these bibliographies in HTML documents or through LibGuides software.
- 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.

SUPERVISOR: Director of Research and Access

WORKING RELATIONSHIPS:

Director of Research and Access, Research Specialist, Chief Cataloger, Library

QUALIFICATIONS:

- Ideal applicants have completed 2 years of college or more and majored in history or English or similar field of study.
- Experience in creating bibliographies is preferred.
- Useful but not required: Knowledge of Chicago area history.
- Experience in using Microsoft Word, library online catalogs, and the Internet
- Ability to retrieve books from library stacks, where low-lighting makes labels difficult to read and narrow aisles limit mobility.
- Ability to function independently as well as with a team.
- Requires ability to learn and apply Chicago Manual of Style standards for creating bibliographies.
- Requires ability to compose descriptions in English that are correctly spelled, use standard grammar, and are readily understandable to students, scholars, and the general public and suitable for submission to national guides and the Internet.
- 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:

12 hours each week for at least 12 weeks scheduled during June through August, Monday through Friday, hours between 9:30 a.m.-4:30 p.m. (not counting one hour for lunch break).

*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.