

ChicagoHistoryMuseum

Spring INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Costume Archives intern
DEPARTMENT: Curatorial
INTERN SUPERVISOR: Curator of Costumes
STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY:

Organize and archive papers, photographs, and other research material housed in the costume archives (legacy non-accessioned collection) and authority files for the permanent (accessioned) collection.

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
Process archival collections, which includes rehousing, arranging, and describing archival materials.	The intern will use research and interpretative skills to identify best practices in the museum field; they will create and maintain the official records for many of the objects in the CHM costume collection. The intern will use and improve research and organizational skills, plus be exposed to a notable portion of the CHM collection.
Project management.	The intern will develop project management skills by defining a schedule and goals associated with creating a workflow for the development and implementation of the costume archive system and corresponding lib guide.
Contribute to collection maintenance projects.	The intern will learn the process of exhibition planning through the maintenance and creation of past exhibition files. In addition, they will utilize archival materials to create new descriptions for past

	exhibitions to be uploaded to the Museum's new website. Through this the intern will practice writing and editing skills, and have the opportunity to experience Museum staff reviewing their work.
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ADDITIONAL INTERN ACTIVITIES:

Other Responsibilities may include:

- The intern will assist in duties related to acquisitions backlog, research requests, artifact donations and research for blog posts
- The intern will be given opportunities to attend organizational events such as staff meetings 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:

- 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:

Education interns will work collaboratively with education staff and other department interns. As projects and programs warrant, intern will work with staff in Visitor and Member Services, Marketing, Publications, and Properties Departments.

QUALIFICATIONS:

The candidate should have an interest in life-long learning and making history relevant to diverse audiences through innovative interpretative programs and resources. The successful candidate needs to be motivated; capable of working in a high energy environment, a creative and flexible thinker, willing to work independently and supportive of a team; be curious and creative; have strong research and organizational skills. Applicant should have completed junior year in college or graduate degree in a related field or have recently obtained a degree.

- Be enrolled in a graduate-level Library Science program or a closely related field
- Interested in the arts and/or museums
- Strong organizational skills and attention to detail
- Ability to work independently as well as take directions; be willing to ask questions
- Able to lift 25 pounds and push a book cart
- Familiar with Microsoft Windows and Office applications
- Familiar with archival principles, such as original order and provenance
- And, a knowledge of OCLC WorldCat, electronic resources is helpful

- 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:

Interns are requested to contribute 12 hours a week for at least 10 weeks during the spring semester. Start and end dates are flexible.

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.

HOW TO APPLY

A completed internship application consists of the following:

- a completed [internship application form](#)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a résumé outlining your educational, professional, and volunteer experiences
- contact information for two references

APPLICATION DEADLINE FOR SPRING TERM

We are currently accepting applications for this internship project.

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.