

**HISTORIC FORD ESTATES
FELLOWSHIP DESCRIPTION - COLLECTIONS**

POSITION TITLE: Collections Management Fellowship (2 positions)	
DEPARTMENT: Collections	GRADE/CLASSIFICATION:
REPORTS TO: Director of Material Culture	STATUS: Fellowship
Original Approval Date: 10/24/2016	Last Revision Date: 4/27/2018

BASIC PURPOSE OF FELLOWSHIP

This fellowship provides general collections management support for the Collections Department at the Historic Ford Estates.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Assist in conducting an inventory of the collections at Fair Lane and the Edsel & Eleanor Ford House.
- Catalogue and number new artifacts.
- Photograph or digitize objects and enter information into collections database.
- Pack and store objects for movement to collections storage facility.
- Assist with other collections management duties such as acquisitions backlog, research requests, artifact donations, relocating artifacts, and preparing objects for exhibition.

FELLOWSHIP GOALS

- Provide training similar to that which would be given in an educational environment.
- Provide fellow with close supervision by regular employees qualified in the fellow's field of study.
- Direct opportunity to learn about objects housed in the collections.
- Ability to practice and improve organizational and problem solving skills.
- Direct opportunity to handle objects, while learning relevant and applicable collections management skills.
- Opportunity to learn proper cleaning methods and storage for collections materials.
- Practice precision in data entry and organization.
- Learn how about a wide variety of materials and how they are stored, handled and organized in a museum setting.
- Learn practical and relevant museum/collections management skills that will transfer for to future opportunities for working in museums and cultural institutions.

TRAINING, EDUCATION, AND ABILITIES

- Current undergraduate or graduate student studying history, museum studies, library science, American studies, or a closely related field preferred. Recent graduates (2018) of such programs may also apply.
- Ability to lift, carry, or otherwise move and position items weighing up to 45 pounds.
- Ability to meet deadlines and manage projects effectively.
- Ability to function independently as well as on a team.
- Attention to detail and exceptional organizational skills is a must.

- Comfortable speaking to groups and able to communicate effectively with visitors and other staff members.
- Excellent problem solving skills.
- Shows initiative, good judgment, and the ability to work well independently as well as in a team environment.
- Able to stand for long periods of time, climb stairs, assist others, and work outside.

HOURS AND STIPEND

- This is a 10-week fellowship.
- The fellow will receive a stipend of \$2000. Stipends are based on a 16 hour work week (preferably Mondays and Wednesdays, 9 am to 5 pm).
- This position does not include PTO, Sick time, health or medical benefits.

To apply for the fellowship, students must submit:

1. A resume including a list of courses taken.
2. A cover letter expressing areas of interest and career goals.
3. A completed employment application.

Residents of the metro Detroit area or current student or 2018 graduate of a metro Detroit college or university are strongly encouraged to apply.