



EDSEL & ELEANOR FORD HOUSE

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| <b>POSITION TITLE: Collections Management Internship (2 positions)</b> |                              |
| <b>DEPARTMENT: Collections</b>   | <b>GRADE/CLASSIFICATION:</b> |
| <b>REPORTS TO: Collections Manager/Registrar</b>                       | <b>STATUS: Internship</b>    |

#### **BASIC PURPOSE OF INTERNSHIP**

This internship provides general collections management support for the Collections Department at Edsel & Eleanor Ford House.

#### **RESPONSIBILITIES AND ACCOUNTABILITIES**

- Assist in conducting inventories.
- 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 general collections care, acquisitions backlog, research requests, artifact donations, relocating artifacts, and preparing objects for exhibition.

#### **INTERNSHIP 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 museum 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 (2019) 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, 8 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
2. A one-page cover letter expressing areas of interest and career goals
3. A completed employment application
4. A letter of recommendation from an instructor, academic advisor, or current or past employer.

Residents of the metro Detroit area or current student or 2019 graduate of a metro Detroit college or university are strongly encouraged to apply.