

**Collections Inventory Intern
Spring 2020
Swedish American Museum**

The Swedish American Museum, located in the Andersonville neighborhood of Chicago's North Side, offers a variety of opportunities for those wishing to pursue internships or volunteer. We are looking for individuals with an interest in history, culture, the performing arts, and education to join our team. While with us you will work closely with museum professionals. Our history and new expansions allow us to match the needs of motivated, task-oriented individuals.

Internship Title: Collections Inventory Intern

Status: Unpaid Intern (non-employee)

Position Description:

The Swedish American Museum seeks a Collections Inventory Intern to work with the permanent collection in conducting an inventory and collections assessment project. This opportunity will allow the intern to gain practical, hands-on experience in museum collections management and learn proper handling procedures for museum artifacts.

The Collections Inventory Intern will be supervised by the Curator. The intern will have the opportunity to work with other staff members to learn about all the day-to-day operations of a small museum and may work directly with the Curator on other special projects related to collections management and exhibition work. This internship will provide training supplementary to collections management education provided in a museum studies academic program. The Swedish American Museum will cooperate with educational institutions to ensure the internship meets the student's desired educational outcomes and will provide any documentation required for the student to obtain academic credit through their educational institution.

Activity	Educational Outcomes
Conduct inventory of permanent collection.	<ul style="list-style-type: none"> • Learn proper artifact handling and storage techniques • Learn how to reconcile objects found in collection • Gain practical experience with important museum collections management skills • Gain experience working with PastPerfect database • Learn about and gain experience with standardizing location data in PastPerfect collections database • Learn about Swedish American material culture and history
Assess artifact conditions.	<ul style="list-style-type: none"> • Learn how to write short and detailed condition assessments • Increase awareness of historic materials and deterioration • Improve condition assessment-related vocabulary • Learn about archival materials and housing techniques • Learn about health and safety best practices when handling historical collections

Assist with data and records management.	<ul style="list-style-type: none"> • Learn about the use of language in a database (museum nomenclature, use of more than one language in a database, how data entry affects search functions, etc.) • Improve data entry skills • Learn about metadata and data standardization best practices
Photograph artifacts in collections.	<ul style="list-style-type: none"> • Gain experience taking photographs of museum artifacts both in situ and using a professional photography set up • Learn about metadata standards • Gain experience working with Adobe Photoshop for a museum collections database
Assist with other duties as needed.	<ul style="list-style-type: none"> • Learn about and gain experience with Integrated Pest Management strategies and environmental monitoring • Learn general exhibition installation and deinstallation skills and about exhibit-specific artifact concerns

Qualifications:

- Must be exceptionally detail-oriented, focused, and organized.
- Ability to function independently and as a member of a team.
- Currently enrolled in a certificate- or degree-seeking program or recently graduated (May 2018 or later). Preference given to students studying museum studies/museology, library/archival science, public history, anthropology, history, and/or conservation.

Time Commitment:

The internship schedule can be flexible. Work must take place within the hours of 9 a.m. to 4:30 p.m. on Mondays through Fridays. A commitment of at least 10 weeks is requested with 8-20 hours per week. Specific hourly commitment will be confirmed upon acceptance of internship.

How To Apply:

Please send a resume, three references, and a one-page cover letter containing a brief statement of interest detailing which aspects of this internship most appeal to your educational and professional goals and also if there are any related educational outcomes you are hoping this internship may be able to accommodate. Please include your scheduling availability in the cover letter. Please send application materials as a single PDF document to the Curator, Emily England at eengland@samac.org.

Applications for a spring 2020 internship will be accepted on a rolling basis with first preference given to candidates who apply by Friday, Jan. 17, 2020 at 9 a.m. Central Time. Multiple positions may be filled from this posting. Questions about this internship may be directed to the Curator, Emily England at eengland@samac.org.