

HISTORY IS WAITING FOR YOU!



Location: Saint Paul, Minnesota
Type: Collections Internship
Date Posted: February 15, 2018

Website: www.transportationmuseum.org
Category: Museum and curatorial
Application Deadline: March 16, 2018

Position Description

Minnesota Transportation Museum (MTM) is accepting applications for a Collections Internship. The proposed duration of the position is 10 weeks. MTM's collection consists of transportation-related records, photographs, and objects. Beginning in 2018, MTM is establishing a new collections space. The Collections Intern will provide support for maintaining records and learning about acquisitions, the accessioning process, art and object handling procedures, storage care and maintenance, environmental care, and overall museum operations.

Tasks include:

- Conduct inventories of objects and update locations in database
- Assist with maintenance and monitoring of objects on exhibit
- Photograph, scanning, research, re-house, and/or update database records for objects in storage
- Work on discrete collections projects according to interests and time.

MTM is offering a stipend of \$1000 to assist with transportation and housing costs.

Qualifications and Requirements

- Undergraduate or graduate student in museum studies, history, or a related field
- Background or serious interest in collections management or archival methods
- Detail-oriented, with strong organizational skills and ability to work independently
- Reliable transportation

Work Environment

Candidates must be able to climb ladders, lift, and reshelv boxes weighing up to 50 lbs.; sit for long periods of time; and complete repetitive tasks such as scanning and data entry. Some areas may have restricted height.

College Credit Available

Internships can be tailored to meet individual college credit requirements. Interns are responsible for full disclosure of requirements during the interview process, for ensuring paperwork is given to supervisors in a timely manner, and that all required documents are submitted when due.

Hours

20 hours per week preferred (Mondays through Thursdays), 10 weeks in length.

How to Apply

Submit a cover letter, resume, and three references via email to ryan@trainride.org. Please do not submit any additional materials by mail or in person.

Application Deadline: Friday, March 16, 2018

Interviews will be conducted in the final two weeks of March and decisions made by March 30. Internship will begin on June 4.

MTM is committed to building, strengthening, and maintaining a diverse workforce and encourages those who self-identify as persons of color, Indigenous persons, disabled, and LGBTQIA to apply. Affirmative Action, Equal Opportunity Employer.