



POSITION DESCRIPTION & POSTING

Job Title: Intern – Collections

Department: Collections

Reports to: Jaime Nicolet Rutan – Curator of Collections, Archives and Exhibits

Status: Volunteer

Schedule: Flexible; most hours will fall between 9:00 & 4:00 daily, Monday to Friday

Openings: 2 openings each for: Spring semester, summer term, fall semester

To apply: Submit official application available at <https://www.lhf.org/internships/>, with cover letter, resume and three references to: Daniel Jones, Education Director; Living History Farms; 2600 – 111th Street, Urbandale, IA 50322

Questions? Contact Daniel Jones via email at education@lhf.org, or via telephone at 515-278-5286 ext. 157.

JOB SUMMARY / PRIMARY JOB FUNCTION:

The collections department is charged with managing the museum's collection. Interns will learn about museum collection practices as they provide support to the collections department staff.

POSITION STATUS/BENEFITS:

- Volunteer, with the typical benefits extended to volunteers at Living History Farms
- May be done for credit, if student's home university is willing to provide credit
 - Intern must successfully complete all required internship assignments in order to receive credit
 - Intern must pay for any and all costs associated with tuition and/or administrative fees that their university or college might charge.
- Reviews will occur at the midpoint of the internship and again at completion of the internship; if done for credit through student's university, will meet all requirements for evaluation from the university as well
- Interns will also receive:
 - A general introduction to the field of museum collections management
 - An overview of the types of careers available in the museum field
 - Job-specific training, relating to the intern's duties
 - Consistent supervision from the museum's staff
 - Constructive and timely feedback, in a mentoring situation
 - Valuable experience working in a non-profit setting

- A chance to see classroom theories in a real world setting

DUTIES:

This is a project-based internship. Projects and duties depend on the nature of the student's major area of study, the parameters of their college or university requirements, and the priorities of the Collections Department at Living History Farms.

Common duties include, but are not limited to:

- Assist with data entry for collections items
- Photograph items in the collection
- Assist with organization and inventory of collections items
- Assist with cleaning and organization of items in collections storage areas
- Assist with the installation and monitoring of exhibits
- Handle routine support duties as assigned (photocopying, filing, etc.)
- Perform other duties as needed and assigned

ELIGIBILITY, QUALIFICATIONS and SKILLS:

- High school diploma, or GED, required
- Must enjoy working with the public, and possess exceptional customer service skills
- Excellent communication (verbal and written) skills
- Willingness to learn, and a "can do" problem-solving mentality
- Must enjoy working in a dynamic, fast-paced, team-oriented workplace
- Able to perform physical tasks (lift 50 lbs.) with physical mobility
- Computer experience, especially with the Microsoft Office package of programs, a must
- Able to successfully pass a criminal background check
- Willingness to work in a variety of environments, as some collections areas are not heated/cooled.

General Information:

Living History Farms is an interactive outdoor museum that educates, entertains, and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily routines of early lowans on three farm sites spanning the years 1700-1900 and an 1875 town. More than 100,000 guests visit Living History Farms annually, one third of who are associated with school visits or educational programs. The season typically runs approximately May 1 - October 20. For more information, please visit www.lhf.org. Living History Farms is a Character Counts!^(c) organization.

Reviewed: 2024