



# HISTORY CENTER OF OLMSTED COUNTY

## COLLECTIONS DEPARTMENT INTERN

The History Center of Olmsted County, a local history museum with a diverse collection, is seeking an intern to work with the Collections Manager and Curator. The History Center puts on a variety of exhibits during the year and is currently working on a comprehensive inventory of the collection. The Intern will have opportunities to work closely with both the Collection Manager and Curator, as well as have individual tasks assigned to them. Specific areas of focus will be determined by the collections department needs as well as the intern's skills and interest.

### Responsibilities

- Assist with accessioning new artifacts into the History Center's permanent collection
- Work on the cataloging and inventory of the artifacts
- Work with the Curator and Collections Manager in the reorganization of the storage spaces
- Assist the Curator with research, building, and installing exhibits
- Help with the care and tracking of the collection
- Participate in museum events
- Support the Collection Manager with other tasks as assigned

### Qualifications

- Ability to multitask
- Strong attention to detail
- Strong research, writing, organizational, and communication skills
- Proficient with Microsoft Office Suite, experience with PastPerfect Museum Software a plus
- Able to lift 50 lbs.
- Stand or sit for long periods of time
- Occasionally work in outdoor weather conditions
- Enrolled or plan to be enrolled in an undergraduate or graduate degree program in history, library science, museum studies or a related field
- Background knowledge on Minnesota history from the 19<sup>th</sup> century to present is preferred

### Summer Internship Dates

May through the end of August, 15-30 hours a week, includes some nights and weekends

### Application Instructions

To be considered for an internship, please submit resume, cover letter, and Internship Application. Cover letter should include dates applicant is available, what skills, abilities, and experiences the candidate brings to the position, and how the internship relates to candidate's long term goals. Resume and cover letter should be sent to the Collections Manager at [registrar@olmstedhistory.com](mailto:registrar@olmstedhistory.com).

Application Deadline: Applications received by April 15 will be given first consideration. Applications will be accepted until positions are filled.

This job description is subject to change at any time. The History Center of Olmsted County is an Equal Opportunity Employer.



# HISTORY CENTER OF OLMSTED COUNTY

## History Center of Olmsted County Internship Application

1195 West Circle Drive SW; Rochester, MN 55902  
507-282-9447  
olmstedhistory.com

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Best time to reach you \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Availability: Start date \_\_\_\_\_ End date \_\_\_\_\_

How many hours do you need to complete your internship requirement? \_\_\_\_\_

Preferred Hours (Mark all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00-1:00					
Afternoon 1:00-5:00					

Need flexible schedule \_\_\_\_\_ (**Other Hours available by arrangement.**)

Name of school: \_\_\_\_\_

Grade level: \_\_\_\_\_

Field of Study or Degree: \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

Please share any physical limitations that may influence your activities here.

\_\_\_\_\_

How did you learn of the intern opportunities at HCOC? \_\_\_\_\_

Please list the name of two personal references and their phone numbers.

1. \_\_\_\_\_ 2. \_\_\_\_\_

I certify that the statements made in this application are true and have been given voluntarily. I also understand that I will not be paid for my services as an intern.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_