



Position: **Paid Museum Collections Intern**

Location: Customs House Museum & Cultural Center, 200 S. 2nd Street, Clarksville, TN 37040

Job Type: Part-time Seasonal (3-6 months)

Classification: Part-Time Internship, Non-Exempt

Salaried/Hourly: \$9 per hour (not to exceed 360 hours total)

Reports To: Curator of Collections

Internship Overview

The Customs House Museum & Cultural Center in Clarksville, Tennessee has an opening for a part-time seasonal Collections Intern working alongside the Museum's Curator of Collections. The successful candidate will assist the Curator of Collections with a Collections Storage Upgrade and Rehousing Initiative. This project was made possible in part by the Institute of Museum and Library Services. Tasks will include handling and rehousing three dimensional artifacts and textiles in the Museum's Collections. The intern will gain experience in artifact handling, museum preservation, and re-housing of collections artifacts.

The Customs House Museum & Cultural Center's mission is to collect, preserve, and interpret historical, artistic, and scientific material; its vision is to expose the widest audience possible to the creativity and ingenuity of the human spirit through art, science, and history within the context of cultural diversity. Its collection of approximately 21,000 objects primarily focuses on materials related to Clarksville, Montgomery County, its people, and their stories.

The Museum opened to the public in 1984 in the historic 1898 Federal Building which originally served as Clarksville, Tennessee's Post Office and Customs House. The structure was added to the National Register of Historic Places in 1972, and the building's unusual architecture has since earned the reputation of being one of the most photographed structures in the state. In 1996, an addition was added to the historic structure, increasing the facility to approximately 50,000 square feet, which made it the second largest general interest museum in Tennessee.

Essential Functions

1. Handle collections artifacts safely and appropriately;
2. Maintain location logs to manage collections locations;
3. Complete condition reports;
4. Construct archival quality storage containers;
5. Re-house artifacts using appropriate techniques and archival materials;
6. Additional duties assigned by the Curator of Collections.

This internship description is not designed to cover or contain all activities, duties or responsibilities that are required of the intern. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies

1. Knowledge and experience with correct artifact handling techniques;
2. Self-motivated with interpersonal skills;
3. Ability to work independently or with a team;
4. Knowledge of museum or archives procedures;
5. Attention to detail;
6. Experience with collections database software and standard computer skills;
7. Excellent written communication skills.

Physical Demands

1. Periodic standing, walking, bending, and stooping, and the ability to lift 35 pounds;
2. Good hearing and vision;
3. Good eye/hand coordination;
4. Occasionally climbing a ladder.

Travel

This position will require 0-5% travel and will not require use of intern's personal vehicle.

Education and Experience

Completion of coursework towards a Bachelor's or Master's Degree in History, Museum Studies, Public History, Art, or related field preferred.

Schedule

1. This is a part-time seasonal internship to be complete in no less than 3 months and no more than 6 months, between January 2 and August 30, 2019;
2. The internship work schedule will be between Monday and Friday for no more than 8 hours per day and 30 hours per week with breaks for lunch;
3. The internship duration will be no more than 360 total hours;
4. Daily schedule and start date are negotiable.

Internships at the Customs House Museum & Cultural Center are filled by the best qualified applicants, regardless of race, color, gender, religion, national origin, age, or disability who meet the related criteria of the internship description. All potential interns will undergo a background check, must provide proof of being able to legally work in the U.S., and must provide proof of identification via a state or federal issued form of identification.

To be considered for this internship, email a cover letter and resume to Jim Zimmer, Executive Director at jim@customshousemuseum.org, with "COLLECTIONS INTERNSHIP" in the subject line by November 30, 2018.

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