



Internship Openings in Collections

Curatorial Assistant

Hours: 10/week

Objective: Assist the Curator with the cataloging of one or more accessioned but unprocessed collections in the Johnson County Historical Society museum collections.

Responsibilities:

- Surveying and appraising unprocessed materials
- Organizing, cataloging, numbering items in the collection.
- Identifying special storage considerations for items and developing a storage plan for the collection.
- Preparing cataloging sheets for objects and entering information into JCHS' PastPerfect collections database.

Experience: Some basic work with museum artifacts or collections care course.

Possible Fields of Study: Museum Studies, History, American Studies, Public History, Library Science

Collections Inventory Assistant

Hours: 10/week

Objective: With the supervision of the JCHS Curator, the Schoolhouse Inventory Assistant will inventory artifacts currently stored in the upstairs of the 1876 Coralville Schoolhouse Museum.

Responsibilities:

- Completing inventory sheets and condition reports
- Photographing objects
- Updating information about objects on the PastPerfect database
- Conducting some artifact research.

Experience: Some basic work with museum artifacts or Collections Care course. Knowledge of digital camera and basic research skills are helpful. Must be detail-oriented and able to work independently.

Possible Fields of Study: Museum Studies, History, American Studies

Emergency Collections Recovery Plan Developer

Hours: 5-10/week

Objective: With the supervision of the JCHS Curator, work to develop a comprehensive disaster plan for JCHS collections.

Responsibilities:

- Research existing material on disaster plans for small museums.
- Develop response teams and organize a mock recovery.
- Develop a plan of action for the JCHS collections in the event of a natural disaster.

Experience: Strong writing and communication skills. Some basic knowledge of museum collections policy is helpful.

Possible Fields of Study: Museum Studies, Communications

TO APPLY

P.O. Box 5081

Coralville, IA 52241

319/351-5738

www.johnsoncountyhistory.org



- 1.) Submit a cover letter along with your resume/CV and two professional references by **August 1, 2010** to:
Leigh Ann Randak, Curator
Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241
- 2.) Please indicate in your cover letter which internship you wish to be considered for.