



Internship Openings in Collections

(1) Curatorial Assistant-Non-Archival collection & (1) Curatorial Assistant Archival Collection (Summer/Fall)

Hours: 90+

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

Schoolhouse Inventory Assistant (Summer)

Hours: 40+

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 Majors: Museum Studies, History, American Studies

TO APPLY

- 1.) Submit a cover letter along with your resume/CV and two professional references by

March 29, 2010 to:

Leigh Ann Randak, Curator
Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241

- 2.) Your cover letter should include which internship you wish to apply for, explain your interest in this internship and your hours available.

P.O. Box 5081

Coralville, IA 52241

319/351-5738

www.johnsoncountyhistory.org