



## **Port Huron Museum**

1115 Sixth Street, Port Huron, MI 48060

Phone: (810)982-0891

# Collections Intern

**Department:** Collections and Exhibits

**Location:** Port Huron, Michigan

**Pay Rate:** Unpaid Internship

**Credit:** Internship credit for school

### **General Information:**

The Port Huron Museum consists of one main building and three offsite locations, which include the Thomas Edison Depot, the Huron Lightship, and the Fort Gratiot Light Station. Most time will be spent at the main museum building, the Carnegie Center, with the possibility of assisting in the care of the collections and exhibits at the other sites.

### **Responsibilities:**

The intern will be responsible for inventorying, cataloging, and other general collections work. Duties may also include organization and cataloging of historic photograph or archival collections material. The intern will also have opportunities to participate in working with exhibits, education planning, and programs. Other duties, as assigned.

### **Position Requirements:**

1. Must work a minimum of 20 hours/week and maximum of 40 hours/week. Some weekends and weeknights may be required. Ability to work weekends, a plus.
2. Must be 18 years or older as of first date of internship
3. Must be pursuing a degree in History, Museum Studies, Library Science, or a related field.
4. Knowledge of collections management, policies and procedures.
5. Knowledge of computers, organization, and attention to detail.
6. Interest in exhibit design; care and updating of exhibits.
7. Ability to work as part of a team and independently.

### **Length of Internship:**

The start and end dates of the internship are flexible and depend upon the student's schedule. The individual must indicate the dates of their availability in their application.

### **Application Deadline:**

Please email your application, resume, and cover letter by April 1, 2017 to:

Veronica Campbell, Director of Collections and Exhibits, at [vcampbell@phmuseum.org](mailto:vcampbell@phmuseum.org).