



## Collections Intern

**Department:** Collections and Exhibits

**Location:** Port Huron, Michigan

**Pay Rate:** Unpaid Internship

**Credit:** Internship for School Credit

### General Information:

The Port Huron Museums consists of one main building (Carnegie Center Museum), and three offsite locations (Fort Gratiot light Station, HURON Lightship, and Thomas Edison Depot Museum). The intern will spend the most time at the Carnegie Center, with the possibility of assisting in projects at the other sites, as assigned.

### Responsibilities:

The intern will be responsible for inventorying, cataloging, and other general collections duties. Tasks may include the handling, cataloging, and organization of items from the historical artifact collection, archival collection, library collection, or photograph collection. The intern will also have the opportunity to assist in work with the integration of collections into exhibits, as well as educational planning and programming. Other duties, as assigned.

### Position Requirements:

1. Must work a minimum of 20 hours/week and a maximum of 40 hours/week. Some weekends and evenings may be required. Flexibility in hours is an advantage.
2. Must be 18 years of age or older as of internship begin date
3. Must be pursuing a degree in: History, Museum Studies, Historical Preservation, Library Science, or a related field.
4. Knowledge of collections management, and procedures is preferred.
5. Knowledge/experience in computer work, organization, and attention to detail is required.
6. Interest in collections management, and care.
7. Ability to work as part of a team as well as independently

### Length of Internship:

The timeframe of this internship is variable and dependent upon the student's schedule, and class requirements. The applicant must indicate their preferred timeframe in their application.

### Application Deadline:

Please email your Internship Application, cover letter, and resume to:

Kayla Wendt, Curator of Collections and Exhibits, at [collections@phmuseum.org](mailto:collections@phmuseum.org).

Internships are variable in length and timeframe. Please specify your preferred timeframe in your correspondence with the Curator of Collections and Exhibits.