

## Intern Project Description Chief Historian Intern

Supervisor: Executive VP and Chief Historian; Executive Assistant and Manager

Objective: To help the Chief Historian work, acquisitions and projects

Responsibilities: Will include at least some of the following:

- Researching legal status of materials in museum records
- Taking inventory of unprocessed collections
- Returning or disposing of rejected materials according to established museum procedures
- Updating paper files, inputting data and tracking acquisition progress in Access Database
- Researching images for Chicago Fire App

Qualifications: Enrollment at an accredited college or university; interest in Chicago history and working with original visual materials; ability to pay attention to detail; good communication and organizational skills; computer literacy; ability to work independently and as part of a team; knowledge of photographic and print media preferred.

Final Product (if any) Expected at the End of the Internship:  
Understanding of how museums acquire, select, process, and document photographic materials and prints.

Dates of Project: Spring and summer 2011; start and end dates of internship are flexible

Time commitment: 7-20 hours per week; hours must occur during the week, during business hours when supervisors are present.

Application Deadline: Feb. 20, 2011

### How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- names, titles, phone numbers, and e-mail addresses of two professional and/or academic references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.