

African American Museum of Iowa

INTERN POSITION DESCRIPTION

IMLS Collections Intern (Paid)



Overview

IMLS funded collections intern will assist the Curator in managing the return of the Museum's collection and archives from off-site storage. This position reports to the Curator.

Qualifications

Interns should be current or recent undergraduate or postgraduate students majoring in Museum Studies, Public History, History, African American Studies, or related field. Previous experience working with museum collections is advantageous, but not required. The ideal candidate should have excellent organizational skills. Familiarity with Google suite, Microsoft Office applications and a willingness to learn new computer programs is required. The ideal intern should be dependable, demonstrate high attention-to-detail, ability to work independently, and an interest in the Museum's mission to preserve, exhibit, and teach the African American history of Iowa. Training is provided on-site. This job requires the ability to climb a ladder, often combined with lifting boxes up to 25lbs, as well as standing, stooping, and typing.

Responsibilities

Tasks include the following:

- Opening/unwrapping of all returned boxes and items and checking them against inventory sheets.
- Visually assess items for any damage and create detailed condition/damage reports as needed.
- Re-shelve archival boxes, flat files, and objects on new shelving.
- Implementing new location numbering structure to shelving and marking object/archival tags and boxes.

As time allows:

- Rehouse objects as needed
- Update PastPerfect database software records with new location and condition/damage as needed.

Time Commitment

Available hours are Monday to Friday, 8:00am to 3:30pm, 20-30 hours per week. Scheduling is flexible based on the intern's availability and are established at the start of the internship. The internship will terminate upon completion of 300hrs.

Pay

Pay rate is \$13hr and paid bi-monthly.

Location

Collection intern is required to work on-site at the African American Museum of Iowa at 55 12th Ave. SE in Cedar Rapids, IA

OUR MISSION

To preserve, exhibit, and teach the African American heritage of Iowa.

OUR VISION

We envision building a community that comes together to foster a greater understanding and appreciation of Iowa's African American history and culture through conversation, engagement, and reflection.

POSITION IMPACT

Collection Interns help make sure every visitor has increased access to the AAMI's collection, and a positive, enriching experience through exhibits as they learn about Iowa's African American heritage.

TO APPLY

Send resume and cover letter to Felicite Wolfe, Curator and Collections Manager at fwolfe@blackiowa.com. Deadline for applications is March 15, 2024. Position to start May 1, 2024.