



POSITION: Intern

DATE: Rolling acceptance

****Application deadlines for semesters:**

Summer (April 1)

Fall (August 1)

Spring (November 1)

DEPARTMENT: Curatorial Services

INTERN PROGRAM COORDINATOR: Collection Manager

MISSION: Provide relevant educational and entertaining opportunities within the region that exceed customer expectations, while preserving our community's vibrant cultural history.

VISION: The Durham Museum will serve as a recognized, premier resource for education, entertainment, and historical preservation in our region. We will be the venue of choice in our market by providing a unique, engaging, and memorable experience professionally presented to every customer.

POSITION PURPOSE:

The internship program of The Durham Museum has been established to provide an environment of hands-on learning that promotes the growth and development of student interns, and also advances the guest experience related to the photo archive and object collection. Through the intern program, the public is provided greater access to never-before seen images in the photo archive, as well as expanded access to objects in our collection and the history behind them. The position models a keen awareness and understanding of the museum's core values in all guest and staff interactions.

ENVIRONMENT:

Housed in Omaha's historic Union Station, The Durham Museum serves as one of the region's premier education centers and family destinations. The museum's exhibitions and education programs explore a wide range of subjects, regional and national, in the fields of history, culture, science, and industry. Key to the museum's strong emphasis on education is the distance learning program, which links museum visitors, schools, and other venues throughout the region with curriculum developed by our team and our partners nationwide.

The organization was founded in 1974 as the Western Heritage Museum. In 1995, Union Station was renovated as part of a \$25 million capital campaign, and in 1997 the museum was renamed in honor of Charles and Margre Durham. In 2002, the museum became an affiliate of the Smithsonian Institution and has since built relationships with the Library of Congress, National Archives, Chicago's Field Museum, and other renowned educational resources. In 2007, the museum completed a \$1.5 million rejuvenation of its permanent exhibitions and opened the 266-seat Stanley and Dorothy Truhlsen Lecture Hall in the former 1899 boiler plant. Additional restorative work was completed in 2009 to preserve Union Station's art deco architecture as well as to guarantee the long-term viability and preservation of the facility and the collections housed within its walls.

NATURE AND SCOPE:

Interns work directly with staff members to learn the skills necessary to complete individual projects related to the historical object collection, photo archive, exhibitions, and/or the Byron Reed collection.

Students in the intern program are exposed to museum practices and standards that will prepare them for future opportunities within the industry.

PRINCIPAL RESPONSIBILITIES:

1. Inventory/Re-house/Digitize individual photograph collections.
2. Inventory/Re-house/Digitize individual historic object collections.
3. Create finding aids for individual archival series.
4. Research historical objects and/or photographs for use in upcoming exhibitions.
5. Data entry of collection accession records into Past Perfect Database.
6. Maintain and keep the permanent exhibit and collection areas.
7. Assist with traveling exhibition installation and de-installation as available.
8. Participate in staff meetings as assigned.
9. Participate in all mandatory training and safety programs required and provided by the museum.

DISCLOSURE:

The Principal Responsibilities reflect the primary functions of the position, and are not to be considered a detailed description of all aspects and requirements of the position.

QUALIFICATIONS:

Education

Currently enrolled undergraduate or graduate student. Applicants must have completed a minimum of thirty (30) credit hours. Preferred majors include public administration, public history, history, art history, anthropology, sociology, and/or museum studies.

Knowledge/Skills/Abilities

General computer knowledge required. Candidate should be detail oriented and should be a self-starter.

Working Conditions

Position must be able to sit or stand for extended periods. Must be able to lift up to 40 pounds, and climb ladders.

Position requires a minimum of 10 hours per week, and a maximum of 20 hours per week for the semester.

Course credit can be obtained, based on university guidelines and approval.

HOW TO APPLY:

Submit resume and cover letter to Becky Putzer at bputzer@durhammuseum.org.

Applications are accepted for all semesters throughout the year. Students can submit materials for consideration for non-consecutive terms.