



SUMMER 2020 INTERNSHIP ANNOUNCEMENT

Library Services – Registrar/Artifact Collections

Position Title: Library Services – Registrar

Preferred Start Date: May 22, 2020

Duration: Approx. 8 weeks

Days required per week: 3 – 5

Hours required per day: At least 4

Position Information

Intern will assist Registrar with documentation of the collection or accession of acquired artifacts which may include actual cataloging, documentary photography, inventory, creating object files both digitally through data-entry and physically with hard files, and proper storage. The intern will assist in preparing for artifact installations and assist in those installations. The intern will have opportunities to observe and interact with other departments as well.

Knowledge, Skills, and Abilities

Preferred areas of undergraduate study may include art/art history, history, historical preservation, anthropology, museum studies or museum science. Graduate students preferred in areas of Museum Studies. The applicant should have some experience in using databases, handling artifacts, and some familiarity with museum protocol or standards. The applicant should be able to plan the steps of a project, write legibly with clarity in complete sentences, and listen to/follow direction. The applicant should also be comfortable working with a group and independently under the Registrar's direction.

To Apply

Submit a complete internship package by mail or email including the following:

- Completed and signed Internship Application Form
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Writing Sample – Either 1 paragraph outlining why you are interested in museum collections or a 5-7 step set of directions to complete some uncomplicated task.
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
 - Personal goals
 - Expectations of intern experience
 - How the internship relates to career plans
 - What he/she believes they can contribute to the Museum and/or Library
 - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email your completed application package to:

Abigail Cline
Education Coordinator
ALPLM
112 North Sixth Street
Springfield, IL 62701

Abigail.Cline@illinois.gov