



Fall 2017 Unpaid Internship Announcement

The Greensboro History Museum is pleased to announce an unpaid internship for an undergraduate or graduate student who wishes to gain valuable experience and possible course credit at a Smithsonian Affiliate and American Alliance of Museums-accredited institution. The internship is available during the fall semester, with the schedule determined after selection.

Collections Inventory Internship

Learn and apply best practices in working with museum collections. On-site training in handling, registration and cataloging methods for three-dimensional collections is an integral part of this internship. You will work closely with the Registrar/Curator to complete an inventory overview project for individual storage areas. We will map each location, outline collections and label each area. The inventory can include reviewing current records, assisting with storage and housing of objects, taking photographs and writing condition assessments.

Desired skills include attention to detail, research and standard writing ability. Enrollment in an undergraduate or graduate program is required; coursework in history or museum studies a plus. Flexible weekday schedule, prefer Tuesday, Wednesday or Thursdays.

To apply, please submit the following:

1. a personal statement indicating your reasons for applying, and how your work might benefit the museum
2. a resume that includes contact information for two school or work references
3. a scanned copy of your transcript (unofficial is fine)

Attach and send these three documents in one email to:

Dean MacLeod, Curator of Education at dean.macleod@greensboro-nc.gov

By 5:00 PM, Friday, June 16, 2017.

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Greensboro History Museum | David and Rachel Caldwell Historical Center

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