



Tri-Cities Historical Museum

Tri-Cities Historical Museum 2025 Collections Internship Announcement

Part-Time: 10-15 hours a week, 120 hours total. Flexible start date, summer 2025 internship.

Internship Details: The Tri-Cities Historical Museum is seeking an intern to assist in the Collections Department. The intern will work to complete one or more of the following projects.

- **Project 1: Textile Rehousing Project** - This project involves the complete rehousing of artifacts within the textiles collection of the museum. The student will be expected to completely catalog textile objects, add the information to the database, stage and photograph the items, properly label each item, properly hang or pack the object and update the objects' storage location code.
- **Project 2: Airport Records Cataloging Project** - The project involves inventorying and cataloging a large donation of past records from the Grand Haven Airport. The student will be expected to completely catalog each record, create a scanned image of the object, assign a new accession number to the object, and create a new storage location while updating the objects' storage location code.
- **Project 3: GIS Map Cataloging Project** - The project involves inventorying and cataloging a large donation of mylar GIS maps. The student will be expected to completely catalog each map, create a scanned image of the object, assign a new accession number to the object, and create a new storage location while updating the objects' storage location code.
- **Project 4: Section/Box Inventory of the collection** - This project involves completing a full inventory of a small section of the storage facility. The student will be expected to inventory each unit of storage, ensure that every object within that section has an accession number with a complete catalog record, and ensure each object has a photograph within the database. The student will need to verify that objects missing from the location are added to the record and objects that are not at the location are removed from that record.

Qualifications:

- Currently an undergraduate or graduate student at an accredited school.
- Must be available to work on site in Grand Haven, Michigan.
- Individuals for this position should be interested in one of the following areas: History, research, museum studies, public programming, curatorial, archives, or digital data entry.
- Though the position will be with the Tri-Cities Historical Museum, a major in History or Museum Studies is not required.
- Preference given to those completing the internship for college credit.
- Demonstrated ability to write and speak effectively.
- Physically able to lift 25 pounds.

Learning Objectives:

- Artifact donation accessioning & deaccessioning process
- Numbering artifacts
- Proper artifact moving & handling with hazards awareness
- Identifying agents of deterioration
- Database cataloging & information editing
- Answering community research requests
- Learn about/attend Collections Committee Meeting
- Resume building with museum staff

Dates, Compensation, and Commitment:

- Intern must complete a minimum of **120 hours** between late May through August. Start date will be discussed and approved with the museum department supervisor.
- TCHM offers a flexible schedule. Interns must be available to work anytime from Monday through Friday, 9:00 am - 5:00 pm. Schedule must be approved in advance with the museum department supervisor.
- Interns will commit to being fully present and onsite for the duration of the internship.
- A \$500 stipend will be given to the intern upon completion of project/hours.
- Interns must provide the appropriate paperwork to their museum department supervisor in accordance with their school's policy.
- **Application deadline is March 22nd!**

For consideration, all applicants must submit the following:

- Cover Letter*
- Resume*

Please submit application and all questions to:

Please submit any questions and all application materials to ediller@tchmuseum.org subject line "Museum Internship Application - Your Name"

Next Steps:

- Applicants will be notified if additional information is required and/or if they have been selected for an interview.
- An interview (virtual or in-person) and background check are required.

Equal Opportunity Employer:

The Tri-Cities Historical Museum is an equal opportunity employer. The Tri-Cities Historical Museum does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, interns and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, interns, subcontractors, vendors, and clients.