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**ONLINE** [www.ellasharpmuseum.org](http://www.ellasharpmuseum.org)  
**ONSITE** 3225 Fourth St, Jackson, MI 49203

## HISTORY GALLERY INTERN

The Ella Sharp Museum is pleased to offer a paid internship opportunity for a qualified graduate-level candidate.

We are currently seeking a collections intern to assist in depth with the deconstruction, cataloging, research, and rehousing of our Jackson History gallery and all objects within as we transition to a new major exhibit. This is a fantastic opportunity to engage in several different aspects of collections care and gain rounded experience in the curatorial field.

The goals of this internship will be to:

- Deconstruct the manufacturing section of our Jackson History exhibit, consisting of collections objects from throughout Jackson's past.
- Research and document the provenance and records of each object, utilizing museum records and sources as necessary.
- Assist staff in deconstructing and rehousing display hardware.
- Utilize PastPerfect CMS to catalog and document the condition of all objects.
- Work alongside staff to assess the conservation and storage needs of collection.

Desired Qualifications:

- Current or recent graduate student with a focus on Museum Studies, Public History, Art Handling, Cultural Studies, or related field.
- Ability to work independently and with other staff members in a team and goal-focused environment.
- Detail-oriented, able to follow instructions accurately, and able to use good judgement in executing proper handling of artifacts.
- Excellent research, writing, communication, and basic computer skills required.
- Past experience with collections management software preferred, but not required.

Compensation: \$12.00 per hour

Term: 20 - 40 hours per week

Duration: May 11 - August 28

Reports to: Curator of Collections

This position requires the ability to do one or more of the following throughout the day: sit, stand, and walk, to lift up to 30 lbs. occasionally, do close work in an office environment using a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

**About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation and understanding, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

**How to apply:** Please email cover letter and resume to Curator of Collections, Harrison Marcott, at [HarrisonM@ellasharp.org](mailto:HarrisonM@ellasharp.org) by February 12, 2020.