

Department: Cultural History

Overview: Cultural History internships are designed to provide opportunities for students to gain practical experience in a museum setting. The internships offer hands-on involvement with the care and management of the museum's extensive cultural history collection. The internship program aims to assist students in developing their professional goals and skill sets in the museum field, while offering a practical application of their academic interests.

Level of Responsibility: Reports to the Registrar & Collections Manager for Cultural History

Eligibility: Qualified (see qualifications) upper-level undergraduate students and graduate students who are enrolled in colleges and universities are eligible to apply.

Qualifications:

- Individual must be enrolled or recently graduated from an accredited college or university and be currently working toward or have a degree (major or minor) related to the internship (History, Art History, Art, Museum Studies, American Studies, etc.)
- Detail-oriented
- Excellent writing and descriptive skills
- General knowledge of museums and museum practices.

Compensation: These internships are unpaid unless noted below. Currently enrolled students may earn up to 3 credit hours per semester based on their institution's internship guidelines. A general guideline is 1 credit per 45 internship hours. If seeking credit, it is the student's responsibility to ensure the internship is approved by their college or university, to verify the number of hours required per credit, and ensure the necessary paperwork is completed.

Schedule and Hours: Hours must be completed Tuesday through Thursday between the hours of 10:00 a.m. and 3:00 p.m. Schedule, number of hours per week, start date, and end date will be agreed upon between the successful applicants and the museum.

Application Procedures: Students interested in these internships must submit the following in .pdf format via email to emily.skyberg@montana.edu, Interim Assistant Registrar, Emily Skyberg.

- Resume including 2 Professional/Educational References (email and phone number)
- Brief writing sample (less than 1 page, may be an excerpt of a longer piece, does not need to be an original sample created for this purpose)

Application Process: The materials listed above must be received by May 15, 2022. A confirmation email and questionnaire will be sent to each applicant upon receipt. In-person or online interviews will be scheduled thereafter. Internships will begin mid to late June 2022.

Internship Title 1: Helen McAuslan Art Collection Cataloging Intern (This internship is unpaid, but there is a possibility of grant funding that is not yet determined at this time. There is no guarantee of compensation.)

Specific Duties and Responsibilities:

Under the direct supervision of the Registrar & Collections Manager and the Assistant Registrar, some of the responsibilities include:

- Working with the museum's database, ARGUS, to catalog the Helen McAuslan art collection (500+ paintings, sketches, collages, lithographs)
- Object handling, organizing, and re-housing the Helen McAuslan art collection to ensure long-term preservation and easier access by staff and researchers
- Assisting with the photography and digitization of the Helen McAuslan art collection

Internship Title 2: Recent Acquisitions Cataloging Intern (This internship is unpaid.)

Specific Duties and Responsibilities:

Under the direct supervision of the Registrar & Collections Manager and the Assistant Registrar, some of the responsibilities include:

- Working with the museum's database, ARGUS, to catalog recent acquisition to the museum's collection
- Object handling, organizing, and re-housing artifacts to ensure long-term preservation and access
- Assisting with the photography and digitization of new acquisitions

Equal Opportunity Employer, Veterans/Disabled