

Library & Archives Intern



INCUMBENT: Vacant
REPORTS TO: Archive and Records Manager
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD

DESCRIPTION

The Library & Archives Intern will assist with the cataloging and management of collections and photographs, the maintenance of the library, and in supporting our effort to gain intellectual control over the National Corvette Museum (NCM) artifact collection in pursuit of our goal to seek American Alliance of Museum Accreditation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process document and photograph collections using accepted museum handling procedures and catalog using PastPerfect software.
- Assist with collection inventorying, condition reports, and processing of collections.
- Assist with the cataloging and proper shelving of books and magazines.
- Use preventative conservation techniques in organizing, rehousing, and moving of collections.
- Assist collections and exhibits staff with providing archival material for exhibits, as applicable.
- Assist in pest management and housekeeping as part of collections care.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in history, library sciences, museum studies, public history, or related field.

QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Effective written and oral communication skills with a high attention to detail.
- Ability to understand, interpret, and research museum concepts.
- Ability to follow through on assigned tasks with limited supervision.
- Attention to detail and ability to edit and proofread.
- Excellent time management and organizational skills.
- Computer proficiency in Windows environment.
- Openness to continuing learning and upgrading of skills.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to stand and/or walk for extended periods of time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 25 lbs.