

PLEASE TOUCH MUSEUM®

Position Description

ARCHIVES INTERN **

Reports To: Curator of Collections

Department: Collections/Expansion

Direct Reports: None

Division: Collections

FLSA Status: Non-Exempt

Grade:

Expansion / Grant: No

Effective Date: ASAP

Salary Range: \$0

Status: Part-time/Benefit Ineligible

Hours / Week: 12–22

Position Summary:

Great opportunity to learn about the vision of collections—archives, library and objects in an experiential children’s museum. Primary responsibilities are assisting the curator with archival management tasks in the permanent collection. This includes organizing, documenting, cataloging and data entry, inventory, and storage organization. Interns will be exposed to most aspects of museum operations while at the same time attempting to tailor the internship to that individual’s interests and goals.

Essential Functions:

- Assist with comprehensive inventory for archives: Historic Childlife and institutional records.
- Assist with documentation, organization, data entry and cataloging of archival information. This includes describing materials, entering information into the database, numbering archival material, developing and creating finding aids and scanning/digital imaging of important materials.

Minimum Qualifications:

- Minimum Bachelor’s degree in related field (archives/history/library science/museum studies), or working toward degree.
- Computer literate: Microsoft applications, PastPerfect.
- Strong organizational skills, neatness and attention to detail.
- Ability to work independently.
- Interest in toys, children and play!

Working Conditions:

Physical Demands: Requires sitting, standing, bending, and reaching. May require lifting up to 50 lbs. May require use of ladders. Requires range of motion, hearing and vision sufficient to reasonably perform the essential functions of the position. Please Touch Museum® is wheelchair accessible and will consider reasonable accommodations in light of the position responsibilities.

Duration and Compensation:

There is no set length for an internship. Internships can last an academic quarter or semester. Please Touch Museum® will work with the intern and school for meeting any curriculum requirements. No salaries or stipends are currently offered to interns, unless otherwise noted. Benefits include a great work experience, increased potential in furthering an education or job prospects, and the personal reward of volunteering for a successful non-profit organization working with children. (Periodically Please Touch Museum is the recipient of funding for temporary internships. These are evaluated on an as-needed basis. Please inquire as to availability.)

Special Environmental Factors:

Requires working in a climate-controlled area along with public and office environments.

Application Process:

To apply for this position, please send a cover letter and resume to employment@pleasetouchmuseum.org or via Fax 215.581.3182

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