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### Graduate Collections Intern

The Collections Intern for the Orange County Regional History Center supports Collections Department activities and staff in the full range of activities required to care for the Society's collection. Under the guidance of the Collections staff, the intern will catalog material according to standard museum practices, assist with research and duplication requests, and participate in other ongoing activities in the department. The specific collection or assignment to be worked on will be decided by Collections staff based upon staff needs and/or the intern's interests or program requirements. Intern may also assist with an exhibition installation depending on the needs of the Exhibitions Department.

The intern is required to work a minimum of 10-12 hours per week (totaling 150-180 hours per semester) and may also work at an off-site storage facility located approximately 11 miles south of the History Center (transportation from the History Center to this facility may be arranged).

A report or article on the semester's project, based on requirements from the school and the nature of the project, will be required at the end of the internship. In addition, a mid-term and end-of-term evaluation will be conducted by their History Center supervisor and sent to the faculty advisor. A presentation to staff, faculty, and other interns may be made at the end of the semester.

Candidates MUST be a student in, or recently completed, a Graduate program. Candidates will be asked to complete an on-site interview with the Curator of Collections to determine internship eligibility as well as submit a writing sample. Qualified individuals should send cover letter and résumé via email to: [Travis.Puterbaugh@ocfl.net](mailto:Travis.Puterbaugh@ocfl.net)

**REPORTS TO:** Curator of Collections

**REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS:**

- Enrolled, or recently graduated from, a Graduate program related to History, Humanities, Library Science, or Museum Studies
- Basic knowledge of artifact care and handling as well as basic knowledge of archival arrangement and description
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Possess strong verbal and written communication skills
- Detail oriented and organized
- Able to work independently or in a collaborative environment

The above description and qualifications are not all-inclusive. Other duties may be assigned in the course of the internship as required to fulfill the directives of the Orange County Regional History Center's Collection Department and strategic plan or as designated by executive staff. Work environment is primarily in an office with some light lifting.

\*Final Candidates must pass a background check, and must live and be able to work in the United States.