

KentuckyHistoricalSociety

Museum Collections and Exhibitions Spring 2013 Internship: Registration

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Association of Museums. The KHS mission is to engage people in the exploration of the Commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.

KHS seeks an undergraduate or graduate level registration intern for the Museum Collections and Exhibitions department. The intern will gain broad, hands-on experience in records management, accessioning museum collections and processing loans, as well as collections management and care. The intern will participate in a records management project to reorganize and digitize the KHS collection records, produce condition reports for items in incoming and outgoing loans, participate in exhibition maintenance, environmental monitoring, basic collections care and assist with cataloging collections as needed. The intern will complete a project to digitize one year of KHS collection records and make a final presentation to appropriate staff.

Timeframe is approximately 300 hours. Exact timeframe and schedule will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Must be currently enrolled in an accredited undergraduate or graduate level program working towards a degree in museum studies, public history, history or other related field. Must have strong research skills and basic knowledge of historical interpretation and the proper handling of museum objects and archival materials.

This is a temporary, unpaid position based in Frankfort, Ky. Employee benefits are not available. Housing is not provided.

To apply, email a cover letter, application and resume to phyllis.gilman@ky.gov. No phone calls please. **Application deadline is October 31, 2012.** Equal Opportunity Employer M/F/D