

Chicago**History**Museum

INTERNSHIP POSITION DESCRIPTION—Spring 2018

POSITION TITLE: Research Center Cataloging Intern 2

DEPARTMENT: Research and Access

INTERN SUPERVISOR: Cataloging and Metadata Librarian

STATUS: Unpaid intern (non-employee)

ACTIVITY SUMMARY: Under the direction of the Cataloging and Metadata Librarian, work with the catalog cards for the Archives & Manuscripts small collections: verifying and editing small manuscript catalog records that are already entered into the Horizon ILS.

ACTIVITY	EDUCATIONAL GOAL
Proofing and supplementing already-existing small manuscript collection records in Horizon, CHM's ILS.	The intern will receive training on CHM's ILS, Horizon, and check the small amount of currently-existing digital small manuscript collection records, as well as add supplementary fields specific to this project. The intern will learn how to catalog original records, a specialized and valuable skill for future librarians and archivists.
Assessing collections for entry into the EXPLORE Chicago Collections database.	The intern will become comfortable with assessing collections for larger consortia databases, and begin to think about collections on a macro level.

ADDITIONAL INTERN ACTIVITIES:

- Intern will be given opportunities to attend staff meetings and activities, to gain a broader understanding of the workplace and the nitrate negative preservation and digitization initiative. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

- This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;
- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.
- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students.

CHM Values

These are the values of the Chicago History Museum as an institution, our "Collective Values":

- Service, Collaboration, Discovery, Creativity, Empathy, Authenticity, Integrity, and Stewardship.

These are the values that the staff members of the Chicago History Museum seek and hope to inspire in ourselves, our "Individual Values":

- All-In: Taking and sharing responsibility for the Museum, its mission, and our future.
- Welcoming: Demonstrating every day that the Museum is for everyone.
- Forward-looking: Anticipating needs, spotting opportunities, and solving problems with determination and ingenuity.

WORKING RELATIONSHIPS:

Director of Research and Access, Reference Librarian, Technical Services Librarian, Research Center Assistant, Research Center Page, CHM staff

QUALIFICATIONS:

- College degree
- Library science or similar graduate degree in process
- Prior library experience (especially cataloging) preferred but not required
- Experience with Microsoft Excel
- Experience with ILS systems (especially SirsiDynix/Horizon) preferred but not required
- Excellent verbal and written communication skills
- Ability to work with fragile paper
- Ability to work under pressure
- Ability to ascend and descend stairs
- Ability to lift and carry objects/boxes weighing up to 25 pounds
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

16 week internship beginning January 16, 2018. 12 hours per week minimum. Hours must be logged between 9:30 a.m. and 4:30 p.m., Tuesday through Saturday.

DEADLINE:

December 1, 2017

HOW TO APPLY:

A completed internship application consists of the following:

- A completed [internship application form](#)
- A résumé outlining your educational, professional, and volunteer experiences
- A one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- Contact information for two references

This job description is not intended to be an express or implied contract between CHM and anyone. CHM volunteers are volunteers at will. CHM reserves the right to change or assign other duties to this volunteer position as necessary to meet changing business needs. CHM is an equal opportunity institution.

11/17