

ChicagoHistoryMuseum

INTERN POSITION DESCRIPTION—Summer 2019

INTERNSHIP TITLE: Rights and Reproductions Internship

DEPARTMENT: Collections - Rights and Reproductions

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: The Chicago History Museum (CHM) seeks an intern to assist with copyright research, database organization, and metadata entry related to the prints and photographs collection. With the assistance of the Rights and Reproductions Coordinator, the intern will evaluate existing copyright licenses, conduct copyright research, and log findings. The intern will assist with collection handling as needed.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Research copyright status of prints and photographs collection items, especially Chicago Area Camera Club Association.	The intern will learn the basics of intellectual property/image research.
Organize and maintain a database of copyright research related to CHM's prints and photographs collection.	The intern will learn how to track copyright research utilizing best practice.
Create metadata for digital images.	The intern will learn how to create metadata to describe digital images.
Handle original collection materials in accordance with standard archival practices.	The intern will learn collection handling techniques for archival collections.

ADDITIONAL INTERN ACTIVITIES:

- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. 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 nonprofit 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;

SUPERVISOR: Katie Levi, Rights and Reproductions Coordinator

WORKING RELATIONSHIPS: Intern will work closely with the Rights and Reproductions Manager, Rights and Reproductions Coordinator, Photographers/Imaging Specialists, and Research Center.

QUALIFICATIONS:

- Enrolled in BA, MS, or MA degree program in museum studies, public history, art history, history, library and information science, photography, or a related discipline.
- Knowledge of or interest in Chicago, American History, and intellectual property rights.
- Experience with archival photo collections.
- Ability to meet deadlines and manage projects effectively.
- Ability to function independently as well as on a team.
- Attention to detail and exceptional organizational skills a must.
- Commitment to follow the rules and guidelines contained in the CHM Internship Program Handbook.
- Agreement to submit to a background screening and provide two recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum.

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.

TIMEFRAME OR COMMITMENT:

10 week internship beginning Summer 2019, with the intern onsite 12 to 35 hours per week.

APPLICATION DEADLINE

May 1, 2019

HOW TO APPLY

A complete internship application consists of the following:

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

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.