

ChicagoHistoryMuseum

INTERN POSITION DESCRIPTION—Fall 2019

INTERNSHIP TITLE: Research Center Cataloging Intern

DEPARTMENT: Research and Access

STATUS: Unpaid Intern (non-employee)

ACTIVITY SUMMARY: Under the direction of the Cataloging and Metadata Librarian, work with the digital catalog records for the Archives & Manuscripts small collections: verifying and editing accession information, researching related materials, reconciling authorities, and other duties as assigned.

Note: this internship position exists for individuals willing to volunteer their services without expectation or contemplation of compensation.

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

ACTIVITY	EDUCATIONAL GOAL
Investigating physical collections to determine answers to irregular metadata; some physical inventory-taking of collection and related materials.	The intern will (under supervision) investigate anomalies in the collection data, as well as help to keep intellectual and physical control over items through verifying shelf locations.
Verifying and editing accession information.	The intern will use our internal databases and ledgers to verify accession numbers and donor information and add that to our catalog records to provide a fuller picture of item provenance.
Researching related collections.	In order to enhance discoverability, the intern will search for other items in our catalog related to the collection and add references in both records so that a researcher can more easily find all items involving their research topic.
Researching name authorities in small manuscript records.	As a precursor to a larger project, the intern will verify name authorities in VIAF/Library of Congress when available, and will reconcile different versions of names within our cataloging system.
Ethical subject monitoring.	As a precursor to a larger project, the intern will flag collections and/or subjects that involve various identities. This will help us ethically describe identities, including enhancing discoverability of “own voices” groups and editing problematic terms where necessary.
Curating an exhibit on IMLS materials for Research Center vitrine exhibit case; along with writing social media (image captions and/or blog posts).	If time and interest allow, select several small manuscript items to go on display in the Research Center exhibit case. In addition, the intern will capture images and captions for

	potential social media posts to publicize the newly discoverable collections.
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ADDITIONAL INTERN ACTIVITIES:

- The intern will be given an opportunity to complete a final project (small exhibit, social media campaign, blog post, etc.). This will be optional.
- 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: Gretchen Neidhardt, Cataloging and Metadata Librarian

WORKING RELATIONSHIPS:

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

QUALIFICATIONS:

- College degree
- Library science or similar graduate degree in process preferred but not required
- Prior library experience (especially cataloging) preferred but not required
- Experience with Microsoft Excel
- Experience with MARC records and/or other metadata schemas preferred but not required
- Excellent verbal and written communication skills, including reading cursive
- 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 follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 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:

12-16 week internship beginning September 2019. 12 hours per week minimum. Hours must be logged between 9:30 am and 4:30 pm, Tuesday through Saturday in May, Monday through Friday in June, July, and August.

CHM interns will be strongly encouraged to attend enrichment programming planned especially for the CHM intern program. Programs will consist of themed panel discussions led by CHM staff and will occur during July. Interns will be notified well in advance of program dates. These programs further enable the CHM internship to be an educational experience for the intern.

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

August 23, 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.