



## **Cedar Falls Historical Society Collections Internship**

### **Position description:**

The Cedar Falls Historical Society offers a Collections Internship during the fall semester and the summer. Interns have the opportunity to work closely with the Society's Collections Manager and see the full range of responsibilities of this position. Interns gain hands-on experience with our artifact collection and may organize, inventory, and photograph or scan artifacts for cataloging. They learn how to use PastPerfect museum software and assist with database entry. In some cases, they may be able to put together a small exhibition.

Collections Interns also get to experience other aspects of museum work, such as hosting at museums and conducting archival research.

### **Position requirements:**

This internship requires a very detail-oriented person who can handle artifacts with care and keep meticulous records. An undergraduate major in History, Public History, Museum Studies, American Studies, Anthropology, or a related field is preferred. Interns typically complete about 120 hours over the course of a semester. This is an unpaid internship.

### **To apply:**

Please e-mail a cover letter and resume to Karen Smith at [cfhistory@cfu.net](mailto:cfhistory@cfu.net) by May 1 to apply for a summer internship or by August 15 for a fall internship. Applications may be considered after the posted deadlines if spaces remain. Candidates will be contacted for interviews shortly after applications are due. Please see our website for more information about the Cedar Falls Historical Society and our museums.

**CEDAR FALLS HISTORICAL SOCIETY**

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