



Collections Care Intern

About Cedar Lake Historical Association

The Cedar Lake Historical Association, Inc. (CLHA) operates the Lake of the Red Cedars Museum as an *Escape to the Past*; bringing together those interested in the history of Cedar Lake and those seeking to understand our traditions and heritage. The total collection is comprised of several thousand artifacts, as well as the Museum structure itself. The artifacts are used to tell the resort-era history of Cedar Lake to residents and tourists. We also preserve modern Town history for future generations. In 2017, our Association is observing its 40th Anniversary.

Collections Care Internship

- Working with the Historian, accession and inventory the collection using PastPerfect software (CLHA will provide training and supervision for this ongoing project occupying approximately 75% of the intern's time);
- Handling original collection materials with care and with accordance to archival practices (including the retrieving and re-filing of material);
- Attend, plan and/or facilitate organizational events such as guest speaker presentations, and membership programs;
- Interact with the Board of Governors and attend meetings to gain an understanding of non-profit governance;
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

An ideal candidate must

- Enrolled in bachelor's or master's degree program with a desire to pursue career in history, anthropology, historical preservation, museum studies, local history, historical interpretation, or related areas
- Capable of handling fragile artifacts.
- Be proficient at a variety of computer skills, especially database and search functions.
- Be self-motivated, detail-oriented, and organized.
- Demonstrate professional workplace practices such as punctuality, teamwork, communication skills, and maturity.
- Be able to operate standard office equipment and digital camera; videorecording skills may be required.
- Consent to a background check.

Time commitment

Seasonal: May-September; Thursday & Friday, 3:00-6:00 PM; Saturday & Sunday, 2:00-6:00 PM (12 weeks desired)

Compensation

Unpaid – this internship is for individuals willing to volunteer their services without expectation of compensation. CLHA will cooperate with educational institutions to ensure that the internship is academically-oriented for the benefit of students. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

To Apply

E-mail cover letter and resume to Julie Zasada, CLHA Executive Director, at clhamuseum@yahoo.com with a subject line of "Application for Collections Intern"

Escape to the Past

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