



Position Available Wheaton Park District

Museum Intern Part-time

Location: DuPage County Historical Museum, 102 E. Wesley St, Wheaton, IL 60187

Job Summary: Obtain a general overview of Museum operations with a focus on one or more of the following areas depending on experience, course of study, and interest: educational/visitor services, collections management, and exhibit development. DuPage County Historical Museum is the only collecting organization focusing on DuPage County History.

Educational: Observe and assist with educational programs including school groups, scouts, and family programs. The intern will also help develop a comprehensive educational plan in accordance with Illinois State Learning Standards as well as curriculums for school districts throughout DuPage County.

Visitor Services: Greet visitors at the reception desk and answer general visitor questions in order to gain an understanding of Museum visitors and their needs. Interns should be able to exhibit complete knowledge of the Museum's history, architecture and exhibits.

Collections: Assist with building monitoring, pest control and exhibit housekeeping. Observe and assist with collections processing, including assessing and researching artifacts for collections review, cataloging two and three dimensional materials, and assisting with photography and storage. Assist with the completion of inventory of the Museum's collection.

Exhibit Development: Assist with the development of upcoming exhibits, including photographic research, artifact research, interactive development, and programs.

Qualifications:

- At least two years of coursework completed in the museum studies, history, art, anthropology or architecture field.
- Bachelor's degree preferred.
- Knowledge of digital collection systems, photography, and Chicago area history are desired.
- Must be able to lift and carry up to 25 pounds for 30 feet.
- Experience volunteering or working for a historical or non-profit organization.
- Must demonstrate attention to detail, ability to follow instructions, and careful and considerate handling of Museum collections.
- Knowledge of Microsoft Word and Excel.
- Must be able to work for a continuous 14-week period for a minimum of 12 hours per week.

Essential Duties:

- Conduct research regarding artifacts, individuals, and places as assigned.
- Must be willing to occasionally fill in at reception area and provide services to patrons.
- Assist in coordinating programs and special events with Museum staff and volunteers.
- Develop and prepare reports, plans, and recommendations as assigned.
- Establish communications and good public relations within the community.
- Must be willing to work with children, families and seniors on a variety of activities.
- Must follow, administer, and implement the Wheaton Park District policies and guidelines
- Must be courteous and helpful to staff and public at all times.

Hours:

Monday-Friday - 8:30-4:30
Saturday and Sunday - 12-4

Deadlines:

Fall Internship applications due August 31, 2010.

Download an Application:

<http://www.wheatonparkdistrict.com/pgs/employment/apply.html>

Applications/Resumes taken at:

Wheaton Park District
102 E. Wesley St
Wheaton, IL 60187
Phone: 630-665-4710
Fax: 630-665-5880
Email: sbuttita@wheatonparks.org