



## **JOB ANNOUNCEMENT**

---

**POSITION:** Part-Time Collections Internship/Assistant

**DEADLINE:** December 22, 2020

### **POSITION OVERVIEW:**

The primary function of this position is to assist Brucemore staff in documenting and processing intellectual control for items in Brucemore's collection. The Collections Internship/Assistant would focus on improving Brucemore's collections records and updating the collections database.

The position requires 15 hours per week for up to 15 weeks. This is a grant funded position for projects to be completed between January 2021 and June 2021. The wage is \$11 per hour with flexibility in scheduling within business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

### **DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Retrieving objects from collections storage
- Creating both paper and digital records with accurate descriptions, measurements, provenance, basic condition reporting, and locations
- Rehousing materials using best museum practices and handling guidelines
- Creating and updating records in re:discovery proficio database
- Photographing objects
- Conducting object research as needed
- Other duties as assigned

### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- Completion of and/or working towards a B.A. or advanced degree in Museum Studies, Art History or History preferred
- Previous museum training or employment preferred
- Basic knowledge of collections management and collections best practices required
- Must be at least 18 years of age
- Ability to climb stairs daily and occasionally lift and/or carry items up to 25 pounds unassisted

**TO APPLY:**

Send cover letter and resume by mail or email to [hr@brucemore.org](mailto:hr@brucemore.org). No calls please.

**ABOUT BRUCEMORE:**

Brucemore, a site of the National Trust for Historic Preservation, is dually a house museum and community cultural center. Three families owned the Bruce more estate between 1884 and 1981. They were business and community leaders during a century of evolution in the Midwest. Today, Bruce more's 26-acre estate invites exploration of the site's history, gardens, grounds, and 21-room mansion through a variety of opportunities, including tours and special events. Bruce more's mission is to engage the public in the history, traditions, and on-going preservation of Bruce more for the enrichment of the community.

*Bruce more is an equal opportunity employer.*