

Antique Boat Museum - Position Description

Title: Curatorial Assistant Internship 2018

Full-time seasonal 35 hrs. per week – Stipend position

Reports to: Curator

This position provides administrative relief and assistance to the Curator's every day responsibilities. The intern would gain practical, hands-on experience with archival materials and artifacts while learning some of the opportunities and challenges that arise in a professional museum setting. This internship will also assist in research requests submitted to the Museum and help with processing and cataloguing donations and the associated paperwork.

Staff often move heavy, large objects and a physical requirement to lift 50lbs., be able to stand, stoop, lift above the head, and climb ladders is required.

This internship would be ideal for a student pursuing a master's degree in library/information science, or museum studies who has an interest in digitization, cataloging, and registrar work. The candidate should be detail-oriented, work well with others and be self-motivated and work with limited supervision after appropriate training. The internship is for 35 hours per week onsite at the Antique Boat Museum.

Housing within walking distance from ABM is provided as well as a modest stipend.

Please submit a cover letter and resume via email to: cwakefield@abm.org

All Applications should be received no later than Monday, April 17, 2017. Starting date: June 5