

Intern Position Job Description



Department: Shows and Interpretation

Job Title: Costume Shop Intern

Purpose: Work alongside members of the Shows and Interpretation team to maintain and expand the Cincinnati Museum Center costume collection.

Background: The Cincinnati Museum Center costume collection contains several centuries' worth of historical replica garments, gathered over a period of the last few decades. Due to their long history of use, many of these pieces are in need of structural fixes and improvements. There is also a strong need for new pieces to add to the collection, from minor accessories to full-on outfits. If you're looking for a position to build your comfort in a museum setting, and you have a passion for the textile arts, this is the place to be.

Location: Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

Key Responsibilities:

- Assess and repair existing items in the CMC historic replica costuming collection
- Assist in the creation of necessary costuming items, for both historical and modern-day settings
- Play a role in the continued upkeep and organization of the costume shop
- Work harmoniously with staff, volunteers, and other interns
- General office work
- Attend events, trainings or meetings as needed
- Be willing to dress in period clothing to assist with special events
- Work/ communicate with community partners and with various departments within CMC and Mercury Museum Services (a subsidiary of CMC)

Requirements:

- Adequate skill in sewing and/or garment composition (examples must be provided)
- Working towards a degree in history, design, or related field preferred
- A working knowledge of historical contemporary style by era, or a strong willingness to obtain said knowledge
- Previous museum or costuming experience
- Must have a flexible schedule (some weekends needed for events)
- Self-motivated and disciplined
- Able to work independently in a fast-paced museum environment
- Excellent public relations and verbal/written communications skills are essential
- Have a familiarity with Microsoft Word, Excel, PowerPoint and Publisher
- Candidate must be able to perform occasional lifting of items up to 20 pounds, must be able to set up tables and chairs, and sit or stand for long periods of time up to an hour or more
- May be asked to assist with general Museum Experience programs, festivals and events

Reports To: Evan Lewis, Manager of Shows and Interpretation

Length of Appointment: 10 weeks

Time Commitment: minimum 10-15hrs/week (hours are available 10-4 Monday-Saturday)

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Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code:

- Business casual
- Jeans are ok at given times

Age Requirement, if any:

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year