

Intern Position Job Description



Department: Museum Experience

Job Title: Education Collections Intern

Purpose: To assist in managing and cataloging items that are part of CMC's Education Collections. Items are cataloged in Excel and used internally for staff inquiries regarding object availability for program use. The Education Collection contains a vast array of items including zoological, geological and paleontological items, however, this internship will focus primarily on the history objects collection.

Background: CMC's Education Collections are used to supply artifacts and specimens for museum gallery programs, on-site Learning Labs and off-site Programs on Wheels (bookable school/group programs), and all other on-site education programs. These programs range in topics from early childhood education and STEM fields to topics in local history.

Location: Interns will be working at two CMC locations

- Geier Collections & Research Center – 760 West Fifth Street, Cincinnati, Ohio 45203
- Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

Key Responsibilities:

- Assist the Cincinnati History Museum Manager in identifying objects
- Catalog Education Collection items, primarily history objects
- Work with the Cincinnati History Museum Manager to develop an inventory of all permanent collection objects on display in the Cincinnati History Museum
- Additional related office duties as assigned

Requirements: Applicants should be detail-oriented, have good organizational skills, and be familiar with using Excel. They should also have a solid background in Cincinnati history and some experience in conducting historical research.

Reports To: Aaron Deininger, Cincinnati History Museum Manager

Length of Appointment: Flexible

Time Commitment: Standard commitment is 20 hours a week, for 10 weeks. Scheduling minimum is 3-4 hours at a time, with at least one day on either Tuesdays or Fridays. Both Tuesdays and Fridays are preferred.

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. Occasionally we will be conducting activities that will be dusty or may involve cleaning. In these instances, casual clothing is acceptable.

Age Requirement, if any:

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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