**Internship Title**

Jane Addams Hull-House Museum Collections Intern

**Division**

Museum

**Location**

800 S Halsted St Chicago, IL 60607

**Salary**

Unpaid; degree credit equivalent

**Hours**

Up to ten hours per week, presumably working two days per week. This internship will be for approximately four months, from February through May.

**Description**

Hull-House, Chicago’s first social settlement was not only the private home of Jane Addams and other Hull-House residents, but also a place where immigrants of diverse communities gathered to learn, to eat, to debate, and to acquire the tools necessary to put down roots in their new country. The Museum is comprised of two of the settlement complex’s original thirteen buildings; the Hull-Home and the Residents’ Dining Hall. These spaces were used variously over the years, including as a nursery school, a library, and a salon for social and political dialogue.

**Responsibilities**

The Museum Collections Intern will be aiding the Collections Assistant at the Jane Addams Hull-House with registrar procedures relating to the museum’s collections. The selected intern will be helping with a large inventory project for the museum collection, documenting objects including prop displays, artwork, Maxwell Street artifacts, past exhibits archives and institutional archives. This project will entail detailed indexing tasks like creating spreadsheets for object numbers, object photography, writing detailed object descriptions, writing condition reports, and revising object labels.

Alongside this project the intern will also experience general collection procedures such as ongoing reference and loan requests.

**Qualifications**

Must foster a focus in registrar duties and collection management. Previous collections experience as well as familiarity with Past Perfect software is a plus but is not necessary. Selected intern must be
detail oriented and have a strong sense of the importance of the preservation of material history. A Museum Studies background is beneficial.

**How To Apply**

Please email cover letter, resume, and three references to collections.hullhousemuseum@gmail.com, with “Museum Collections Intern” in the subject line. Deadline for applications is January 30, 2014.