



Position: Curatorial Intern
Reports to: Senior Curator
Start Date: January 2016

The Detroit Historical Society is pleased offer a for-credit internship opportunity with its curatorial department. The internship provides opportunities with several different aspects of museum work, including collections management, exhibition research and development, curatorial research, and interpretive planning.

Regular semester internships are unpaid, but stipends for internship-related travel may be provided. The Society's internship work hour and reporting requirements will conform to the student's university course standards. However, interns can expect to spend approximately 120 hours working during the semester in which he or she is enrolled in the internship course (roughly 8 hours per week for 15 weeks).

Major Duties and Responsibilities:

- Assist with collections Inventory project, which may include physically handling artifacts as well as updating collections records.
- Create a plan for interactive exhibit at the Dossin Great Lakes Museum
- Develop gallery guides for special audiences
- Conduct general research on historical, curatorial or museum topics

Required Skills and Abilities:

- Ability to act independently while operating collaboratively with curatorial team
- Strong research, writing and communication skills coupled with creative imagination
- Ability to schedule and perform multiple tasks well
- Strong data management and computer skills required, familiarity with collections management software (PastPerfect) preferred

Education, Training and Experience:

- Candidate must enroll in an internship course for college credit. Junior, Senior or graduate standing preferred.
- College coursework in Public History (History, Museum Studies, Archival Studies, Historic Preservation or equivalent) or related field is preferred.
- Minimum G.P.A. of 3.0 is required

Interested candidates should forward a cover letter, current resume, letter of support from faculty supervisor, and writing sample by December 15, 2015 to:

Joel Stone
Senior Curator
joels@detroithistorical.org
Detroit Historical Society
5401 Woodward Avenue
Detroit, MI 48202

No phone calls, please.