Position: Collections Intern  
Reports to: Jeremy Dimick, Director of Collections and Curatorial  
Start Date: Summer 2022

The Society seeks a Collections Intern to participate in the Applebaum Foundation Internship Program (AIP) – Summer 2022. The internship program runs from June 7 to July 21, 2022.

This position is supported by the Applebaum Foundation Internship Program (AIP) and will provide the selected candidate with $15/hour for the 6-week internship. This is a part time internship with a commitment of 25 hours per week.

The internship will be focused on evaluating, organizing and archiving the Detroit Historical Museum’s past exhibit files which detail the various exhibitions mounted by the Museum since its inception in 1951. The research performed in this back of house collection will be later utilized externally as content for digital exhibitions, blog posts, social media etc, but also internally to create a comprehensive picture of the exhibitions mounted in the past, the artifacts used to fill out the exhibitions and as a way to leverage “lost” institutional memory for current and future projects.

In addition to the day-to-day work with the physical exhibit files, the intern will also work in the Society’s PastPerfect Collections Management System and participate in DHS Collections Advisory Committee Meetings which evaluates new donations to the permanent collection of 250,000 Detroit related objects.

This is a hybrid internship opportunity; a majority of the internship will be completed on-site at the Society’s Collections Resource Center.

**Major Duties and Responsibilities:**
- Inventory, Evaluate, organize, and catalog two standard file cabinets of back-exhibit files.
- Create a document detailing a synopsis of exhibit themes and artifacts/images used or borrowed.
- Create entry for each individual exhibit and artifacts used in PastPerfect Collections Management System.
- Compose three blog posts for use on DHS blog featuring particular exhibits or artifacts.

**Preferred Qualifications:**
- The program is open to all college students in Southeast Michigan who are in their sophomore year or higher in a program of study.
- Preference given to candidates with previous experience working with museum and archival collections including the use of PastPerfect Museum Software.
• Strong organizational skills with attention to detail
• Basic knowledge of Detroit history desired
• Ability to sit for long periods of time at a computer and ability to stand for long periods of time in typical office setting
• Self-starter who can work independently

Please send resume and cover letter to the Human Resources Department at humanresource@detroithistorical.org. by April 21, 2022.

DHS complies with current COVID-19 government mandates and standards for facilities cleaning and social distancing and requires daily employee health screenings. DHS is an Equal Opportunity Employer and we encourage a diverse pool of candidates to apply. Candidates are subject to a standard background check.