

2018 Summer/Fall Museum Collections Management Internship at Shenandoah National Park

Internship Dates: August 12 – December 1, 2018 (16 Weeks)

Park museum intern will assist with all aspects of museum collection management for a collection of over 1,000,000 objects (cultural and natural history). Collections are located in two historic house museums (Rapidan Camp and Massanutten Lodge), the Byrd Visitor Center, and the collection storage/research space. Intern will assist with documentation, preservation, access and use of museum collections. They will perform cataloging including labeling and data entry into the Interior Museum Collection Management System (ICMS), assist with accessioning and loans, photo documentation of objects; perform preventive maintenance, possibly some light conservation work, rehousing of object, assist with winter breakdown of historic house museums, environmental monitoring including integrated pest management, light readings, temperature and humidity; assist with research requests, digitize and research historic photographs for use on social media. Will also assist with reincorporation of natural history specimens back into the museum collection. May work with oral history program and GIS/museum collection projects, and other mutually agreed duties.

Park Overview

Shenandoah National Park in Virginia is located just 75 miles from Washington D.C. and was created with the vision of having a “western” national park experience in the east. Cascading waterfalls, spectacular vista, and quiet wooded hollows are all part of the landscape. Take a hike, meander along Skyline Drive, have a picnic, visit the museum at the Byrd Visitor Center which pulls together all the thread of the park creation, or visit the historic house museums Rapidan Camp, the site of President Herbert Hoover’s Summer White House and Fishing Camp, or Massanutten Lodge part of a late 1800s resort at Skyland. Thousands of living things call Shenandoah’s nearly 200,000 acres of protected land home. With over 500 miles of trails, including 101 miles of the Appalachian Trail, the Park is a hiker’s paradise.

Position Location

Interns will be based out of the Headquarters area. For more information on Shenandoah National Park, see our website at www.nps.gov/shen.

Training

Interns will receive on the job museum collections management training with the potential to do cross training with other divisions. Additional trainings and professional development opportunities may also be made available. If you love learning, history, archives, material culture, natural resources and working hard in a team environment, this position is incredibly rewarding.

Stipend

Interns are reimbursed for living expenses at the rate of \$150.00 per week. A \$300.00 travel allowance is also provided. A uniform is not required for this position but the park will provide appropriate shirts for working in the field.

Housing

Housing costs are covered by the Park. Housing is typically a shared house.

Required Skills and Interest

Interest and knowledge of museum collections theory and the national park service; interest and knowledge of cultural and natural history, particularly mammals; ability to work

independently, attention to detail, write neatly, and read cursive writing; ability to work both independently and as part of a team; valid driver's license.

Desired Skills and Interests

Background in museum collections management, history, archives, archeology, preservation, museum aspect of natural resource management, or a related discipline.

Application Process

To apply for a summer museum collections management internship, a resume, cover letter, and list of 3 professional references (name, title/position, phone, and email) should be submitted by June 18, 2018. Applications may be submitted by mail or email to the following Park contact:

Kandace Muller
Museum Specialist
3655 US Hwy 211 East
Luray, Virginia 22835
(540) 999, 3500 ext. 3281
Kandace_muller@nps.gov