

Collections Assistant INTERNSHIP POSTING

Mackinac State Historic Parks 2 Positions - on Mackinac Island, Michigan

Mackinac State Historic Parks is now accepting volunteer applications for the positions listed above. Interested applicants should contact the park to request an application or further position information. Requirements listed below are not conclusive.

Applicants are encouraged to submit their application by March 8, 2019

Although we will continue to accept applications after this date if the position is not filled

Mackinac State Historic Parks is a leader in all areas of museum operations and is one of only 25 museums in the nation to have been accredited for a third time. With an average annual visitation of 400,000 in just a five-month season, MSHP is one of the most visited history museum systems in the nation! Mackinac State Historic Parks has six museum sites: Mackinac Island State Park, Fort Mackinac (established 1780), Colonial Michilimackinac (1715), Old Mackinac Point Lighthouse (1892), Richard and Jane Manoogian Mackinac Art Museum (Opened 2010) and Historic Mill Creek Discovery Park (early 19th century). Colonial Michilimackinac, Old Mackinac Point Lighthouse and Historic Mill Creek Discovery Park are located in Mackinaw City. Fort Mackinac and the Richard and Jane Manoogian Mackinac Art Museum are located on Mackinac Island. In addition, MSHP owns and maintains approximately 80% of Mackinac Island which has many historic natural landmarks and approximately 70 miles of walking and biking trails.

INTERN LOCATION AND GENERAL INFORMATION:

The **workstation** for these positions is the Heritage Center on Mackinac Island. These positions may be assigned duties at other MSHP sites in Mackinaw City as park needs dictate. The **work schedule** may vary according to park needs and may include occasional weekend and evening work. Generally this is a 32-hour per week internship working Monday through Thursday.

SCOPE OF INTERNSHIP DUTIES:

The intern position on Mackinac Island will be responsible for inventorying, cataloging and other general collections work. Duties may also include processing historical objects, cataloging archival collection materials and assisting with exhibits. Based on the individual's interests and skills, the intern will also have opportunities to participate in costumed interpretation or visitor evaluation. There may be other duties as assigned.

INTERNSHIP POSITION REQUIREMENTS:

1. Must be 18 years or older as of first date of internship
2. Education and experience in basic museum practices
3. Knowledge of collections management, policies and procedures
4. Knowledge of computers and good word processing skills
5. Experience in museum inventorying, artifact handling, marking and cataloging is preferable but not required

SPECIAL REQUIREMENTS:

The intern position requires the applicant to currently be enrolled in an undergraduate or graduate level museum studies, history, anthropology or related program.

LENGTH OF INTERNSHIP:

Position interns works for 12 weeks starting in early June through late August. The start and end dates of the internship may be adjusted if the applicant's school schedule requires it. The individual must indicate on their volunteer application their dates of availability.

COLLEGE CREDIT:

This internship may be used for college credit and can be accommodated to the requirements of an interns program.

FREE HOUSING:

This is an unpaid internship, but MSHP will offer **FREE HOUSING** to the selected individuals in return for 32 hours per week of internship duties. Housing is dormitory-style with kitchen facilities and Wi-Fi available.

CONTACT:

If you have specific questions regarding the position or you would like to request a volunteer application to apply for this internship, please email Brian Jaeschke, Registrar, at JAESCHKEB@michigan.gov for further information or call Brian at **231-436-4100**.

INTERNSHIP APPLICATION DEADLINE:

Volunteer applications should be received by March 8, 2019 although we will continue to accept applications after this date in the event the positions are not filled.

VOLUNTEER APPLICATION PROCESS (Applications are required and must be submitted):

Individuals interested in this internship will need to complete a **volunteer application**. Applications are available at www.MackinacParks.com under Employment Opportunities. To receive an application by mail, please:

1. Call our office at 231-436-4100, extension 107
2. E-mail your request to JAESCHKEB@michigan.gov

www.MackinacParks.com

Mackinac State Historic Parks is an Equal Opportunity Employer