

# JERRY & ANNETTE JOHNS COLLECTIONS INTERNSHIP

## ELLWOOD HOUSE MUSEUM

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### **Position Overview**

The Jerry & Annette Johns Collections Intern will be responsible for assisting museum staff with the care, cataloging, and storage of museum artifacts and preparing the Ellwood mansion for the annual holiday event.

### **About the Ellwood House Museum**

The Ellwood House Museum campus features a palatial 1879 mansion, six additional historic buildings, ten acres of scenic grounds, four gardens, and 6,000 square feet of exhibit space in the Patience Ellwood Towle Visitor Center. Originally the home of barbed wire entrepreneur Isaac Ellwood, the site speaks to the profound impact of the barbed wire industry in America, and reflects the tastes of multiple generations of the Ellwood family who guided the evolution of the grounds and structures. The museum, located off the eastern edge of Northern Illinois University in DeKalb, Illinois, hosts approximately 11,000 visitors annually through guided tours, programs, and events.

### **Position Responsibilities**

- Catalog collections artifacts and create records in PastPerfect museum software
- Label and house artifacts
- Assist with the Integrated Pest Management program, environmental monitoring, and building reports
- Dust furniture, vacuum floors and carpets, and prepare the mansion for tours
- Help prepare the mansion for the holiday event
- Support daily museum operations, including greeting and interacting with museum visitors

### **Qualifications**

- Excellent written and verbal communication skills
- Ability to work independently and as a part of a team
- Basic computer skills
- Proficient use of the Web to conduct research and be conversant with the latest versions of Microsoft Office
- Interest in museums, preservation, and historical research
- Highly organized individual with the ability to coordinate and accomplish multiple tasks at any given time
- Ability to work within an historic building and around museum artifacts

### **Working Schedule**

The intern must be available to start the last week of August. This position requires approximately 10 hours per week through early December. Some evening hours may be required for meeting with staff and the Collections Committee. In certain cases, the internship could be extended into a second internship in the spring.

*The Jerry & Annette Johns Collections Internship includes a \$500.00 stipend.*

### **Worksite Requirements**

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* In the work environment described below, the position requires working at a desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 30 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

*Work Environment:* The majority of work will be performed in a multi-level work area over ten acres of property. Museum buildings are not accessible to the mobility impaired.

### **Training and Orientation Provided**

Under the direction of the Curator of Education & Interpretation, the intern will be working as one member of a larger team. Collections handling and care will be taught in the first days of the internship, and supervision will be available during any collections handling activities. Training and direction will be given by staff throughout the entire internship.

### **Expected Learning Outcomes**

- Intern will be able to effectively communicate formally and informally through speaking, writing, and listening
- Intern will learn to work on a professional team of staff and volunteers and gain experience in hands-on collections work

## **Application Deadline: July 15**

How to Apply: Interested applicants should email a cover letter, résumé, and the names and contact information of three references to [info@ellwoodhouse.org](mailto:info@ellwoodhouse.org). Background check required.



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