



## Collection Intern

Job Title: Collection Intern

Semester: Any (year-long internship available)

Wage: \$8.00 per hour

Reports to: Collections Manager

Hours: Flexible, average 24 hours per week

How to Apply: Please email a resume, cover letter, and three references to Katie Nelson at [knelson@kingmanmuseum.org](mailto:knelson@kingmanmuseum.org) or fax to 269-965-3330.

### General Description

Kingman Museum is offering a grant funded paid internship with their Collections Department. The Collection Intern will be an important part of the Kingman Museum's staff. They will assist in the management of the museum's artifacts, including inventorying, cataloging, and digital photographing of the approximate 22,000 piece collection. This team member presents himself/herself as a professional at all times, works well with others, is an advocate for the Kingman Museum, is outgoing and creative, takes initiative and embraces change. Attention to detail is a must.

### Experience

A major in a museum related field. Previous experience with collection work is desired, but not required. Experience with PastPerfect or other relationship database helpful, but will train. Knowledge of Microsoft Professional Office and all of its components. He/she should be familiar with digital cameras. Self motivated, team player, organized, ability to work alone as needed and dependable.

### Responsibilities

1. Help inventory our natural and cultural history collection of 22,000 pieces.
2. Assist in converting our current collection database/paper system to Past Perfect.
3. Assist with the planning and instillation of temporary and permanent exhibitions.
4. Take digital photos of the collection.
5. Attend staff meetings and report on projects' progress.
6. Other duties assigned.

### Mission

To promote an understanding and appreciation of our natural world, the universe, and human cultures. Kingman Museum, Inc. is an equal opportunity employer.



## Education Intern

Job Title: Education Intern

Semester: Any (year-long internship available)

Wage: volunteer

Reports to: Education Department Manager

Hours: Flexible, average 24 hours per week

How to Apply: Please email a resume, cover letter, and three references to Katie Nelson at [knelson@kingmanmuseum.org](mailto:knelson@kingmanmuseum.org) or fax to 269-965-3330.

### General Description

The Education Intern is part of the Education Department team that is responsible for creating and presenting programs relevant to the museum's mission. The Education Intern is responsible for assisting the manager with the museum's programs, and developing the means to market and present them to area schools. This team member presents himself/herself as a professional at all times, works well with various age groups, is an advocate for the Kingman Museum, is outgoing and creative, takes initiative and embraces change.

### Experience

A major, in an educational or museum related field. Experience working with children of various age groups. Excellent knowledge of Microsoft Professional Office, and all of its components, particularly Microsoft Publisher. Self motivated, team player, organized, ability to work alone as needed and under pressure, dependable.

### Responsibilities

1. Assist manager with creating new educational programs
2. Assist in presenting programs with others and by themselves.
3. Develop lessons on a variety of topics using museum resources as well as outside sources; based on the Michigan Standards and Benchmarks.
4. Meet and greet the public and work closely with children.
5. Serve as a docent, interpreting the museum's exhibits to visitors.
6. Contact area schools and teachers to promote Kingman Museum's educational program.
7. Reorganize the Enrichment Kits to reflect best practice and market these to their intended audience.
8. Develop and teach a Saturday afternoon program (NEAT, Super Scientists, etc.) each month.
9. Assist with special events, such as our summer camps.
10. Other duties as assigned.

### Mission

To promote an understanding and appreciation of our natural world, the universe, and human cultures.