

Women's Rights National Historical Park



Experience Your America through an Internship

INTERN Positions open

CURATORIAL ASSISTANT

Supervisor: Anne Derousie

Location: 136 Falls St,
Seneca Falls, NY 13148

Applications accepted by email: Subject line to read recruiting
Email to Anne_Derousie@nps.gov or 315-568-0007

Job Description: Provides support to Cultural Resources Division in the maintenance of historic houses, exhibits, and collections. Duties include processing incoming and outgoing loans, monitoring environmental conditions, maintaining collections records in the Department of Interior Collection Management Software, ICMS, historic housekeeping, and care of artifacts. Intern may also work on a special project if time allows. Current projects include scanning, cataloging, and preparing park photograph collection for long-term storage, preparing park records for accessioning into the park museum collection, and preparing temporary exhibits working with the Division of Interpretation. The intern will operate as a critical member of the Cultural Resources Division Staff, which has responsibility for collections, research library, exhibits, historic housekeeping, and historic structure preservation planning. All work takes place under the supervision of the park historian.

Skills to Be Developed in the Course of the Internship - Use of monitoring equipment and collections management software, planning and execution of routine museum collections care following security and handling procedures, object observation and analysis, background research and object photography. Intern must wear Volunteer Uniform shirt and nametag (provided) while on duty. **Disclaimers:** Photographs and products created in the course of the internship to document conditions or activities are the property of the NPS. Products created under the internship will be used in accordance with NPS needs and policies.

Skills and Qualifications: Safety awareness. Attention to detail, thoroughness, basic MS Office programs, ability to learn and use software. Respect for authentic irreplaceable historical objects and cultural resources. Oral and written communication skills.

Training Required: Background Investigation

Computer Security Training and ICMS training.

Epley Institute courses on NPS

Orientation to Women's Rights National Historical Park

Reviewed by: Vivien Rose

Last updated: 10/18/2011