



Job Posting: Collections & Education Intern

Internships are now available in the Collections & Education Department with the Ruth Mott Foundation at Applewood. Once home to Charles Stewart Mott and his family members, the Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives, and photographs.

Internships are open to undergraduate or graduate college students. We offer a well-rounded program whereby each student learns general knowledge and practices in several areas, in addition to working on one specific project to gain a more in-depth and hands-on experience.

Projects may be tailored to a student's coursework or interests and the supervisor will work with students and professors to meet school requirements for classes and credits. Related majors include: art history, art (fine or studio), education/teaching, museum studies, history, anthropology/material culture, library science (archives), visual arts, and visual communication. Interns can expect to gain experience in the following areas:

- **Exhibits:** Researching, writing, designing and installing exhibits.
- **Education:** Work with staff to learn and conduct education programs and tours, develop educational materials for the site, and help organize the department resources.
- **Collections:** Assist the Collections department staff with accessioning and cataloging artifacts (using PastPerfect Software), inventory of select collections, use of computerized collections management systems, preparation of artifacts for exhibit or storage, and other registration and digitization projects.
- **Archives:** Assist in processing archival collections, research requests, and special projects; scan photographs and learn how to use PastPerfect Software for Archival collections.

Duties May Include:

- Uses historic resources, and other available information, to research content used to develop educational programming and materials.
- Following training and established policies and procedures, assists in collections and archives inventories, cataloging and data entry in PastPerfect collection management database.
- Using PastPerfect, researches, retrieves, and responds to staff, family and community requests for information, objects, or photographs. Records reference use.
- Following established guidelines, reviews indices and other finding aids for accuracy and update/edit as required.
- Assists with preservation actions as directed on items in various physical formats.
- Assists in exhibit preparation and in other history interpretation activities.
- Assists with collating and assembling docent booklets. Assists with docent trainings, as requested.
- Assists in moving and storing collections, boxes, folders, and other physical items as required.
- Provides general clerical support including filing, organizing, supply ordering, mailing, answering incoming phones calls.

Qualifications:

- High School Diploma required. Some college preferred.
- Analytical, organizational, computer and writing skills required, including use of Microsoft Office programs Word and Excel.
- Excellent communication and interpersonal skills.
- Ability to respect, cooperate and work well with management, staff, Mott family members and public and to be appropriately discreet about the Mott family collection.
- Ability to be flexible, accurate and detail-oriented.

This position requires approximately 30-40 hours per week and involves occasional evening/weekend hours for events. Compensation is approximately \$11 per hour. Hours are generally scheduled between 9am-4pm Monday through Friday. The specific dates and hours of employment will be finalized at the time of hiring.

Ruth Mott Foundation looks to recruit team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Interested candidates should email a cover letter highlighting specific interests, resume, and contact information to resumes@ruthmott.org. Please indicate the hours per week you are available and requirements for school credit.