



JCM Collections Intern Job Opening

Issued August 2, 2021

Applications are due to Howard+Revis (H+R) by 5pm Eastern, August 24, 2021. Please send application materials to mail@howardrevis.com

Description: The Jim Crow Museum, located on the Big Rapids, Michigan, campus of Ferris State University, has recently hired Howard+Revis Design Services (H+R) to design exhibits for its new museum, currently in development. H+R seeks to hire an intern to assist the design team and museum staff in documenting and processing artifact information, which will be used in the design process.

Main responsibilities include:

- Onsite artifact documentation including taking photos, recording dimensions, and noting display information for objects in the museum
- Organizing and entering this information into the design project's artifact database
- Managing photo files and transferring data to the design team. Photo processing of artifact images for use in layouts
- Coordinating with design team on work tasks and priorities
- Communicating with both museum staff and design team to resolve questions and provide status updates

The ideal candidate:

- Has an interest in museum studies, history, or collections of historical objects
- Is highly organized with demonstrated attention to detail and good communication skills
- Can develop efficient work processes and manage his/her/their time effectively
- Can work independently

Position requirements:

- Proximity or the ability to be onsite at the Jim Crow Museum
- Ability to handle fragile, rare, heavy, or over-sized artifacts with care
- Personal computer with stable internet access. H+R will provide software and necessary training.

Timeline

- The project seeks to have an intern ready to start September 6. The position term is one year, September 6, 2021 to September 5, 2022.
- We envision the position requiring 6-10 hours a week through October 2021, then ramping up to approximately 16 hours a week through September 2022.

Rate: \$15/hour