



The President James K. Polk State Historic Site

Spring 2019 Collections Internship

The purpose of the President James K. Polk State Historic Site (President James K. Polk State Historic Site) internship program is to provide interested students with first-hand museum experience to compliment corresponding coursework and career goals. During the internship, participants will develop general museum skills, along with more specific skills relevant to their internship program.

The Collections Intern will have the opportunity to develop skills related to **museum collections management, artifact care, preventative conservation, visitor services and social media content production**. The Internship will be composed of one major component: a complete inventory of the historic site's collection.

COLLECTIONS MANAGEMENT (75%)

The primary goal of the Spring 2019 Collections Internship will consist of a variety of collections management tasks along with their main project: completing an inventory of the President James K. Polk State Historic Site's artifacts. The intern will also work with the Historic Interpreters and the Site Manager to determine other needs within the site's collections that would best combine the site's goals with the intern's interests and skills. For example, completing research to update catalog descriptions, photographing artifacts, rehousing archival collections, completing work within the site's cemetery, or other aspects of preventative conservation.

Goals:

1. Identifying artifacts within the collection for completion of an inventory.
2. Updating artifact locations and descriptions with Proficio database software.
3. Condition reporting of artifacts within the site's collections.
4. Assisting Historic Site staff with regular monitoring and recording of environmental conditions.
5. Completing other aspects of preventative conservation including cleaning within the exhibits and historic building, and integrated pest management.

The President James K. Polk State Historic Site
12031 Lancaster Highway, Pineville, NC 28134
704-889-7145

www.nchistoricsites.org/polk/ / www.jameskpolk.net



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VISITOR SERVICES (20%)

At the President James K. Polk State Historic Site, Visitor Services makes up a large percentage of our daily operations. In fact, all the services we provide— from tours to education programs and special events— exist to serve the museum visitor. Thus, it is important that interns are well versed in serving our visitors. Visitor services will include (but is not limited to): greeting guests and leading tours of the historic cabins. Interns will be provided with thorough training to prepare them to perform the required duties.

SOCIAL MEDIA OUTREACH (5%)

Social media content makes up a large percentage of our outreach to the public and serves as our “digital visitation.” Social media platforms provide us with a way to connect to audiences beyond our physical location and serves as a very important communications and marketing tool.

Interns will be expected to contribute to these outreach efforts by composing a total of five posts during their internship. Posts can range from historical content to “inside information” about intern projects. Remember, education is not just limited to the historical facts associated with the site! Your posts might extend to educating the public about the job of a historian or the native plants on our grounds or how to care for artifacts, for example, Topics and platforms will vary, however, all posts will be expected to include accurate and well-written text accompanied by a visual component. Posts should be submitted each Sunday prior to the beginning of a new work week.

ADDITIONAL INFORMATION

Hours: Interns are expected to complete a minimum of 120 hours during the Spring 2019 semester. The President James K. Polk State Historic Site is open to the public Tuesday-Saturday from 9:00 a.m.-5:00 p.m. Most hours are expected to be completed during business hours. Interns may work Mondays at the discretion of the Site Manager. Failure to adhere to agreed-upon schedule and hour requirements will result in dismissal.

Additional Requirements: The intern will be required to complete readings related to both collections management and artifact care and will be encouraged to discuss readings periodically with Historic Interpreter. The intern will be expected to complete a final reflection



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piece (minimum 500 words), as well as an internship evaluation, at the close of the internship experience. Lastly, interns are expected to keep a detailed and accurate record of their work hours.

Preferred Qualifications & Skills: Interested applicants should be either be pursuing an undergraduate or graduate degree or have recently completed a degree at an accredited institution. Students are expected to have excellent communication, research, and writing skills. Preference will be given to students with previous experience or coursework focused on collections care, exhibit development, or museum services. Students should be detail-oriented, and organized, critical thinkers who value autonomy and enjoy working in a flexible, collaborative environment. Students should be personable, professional, and possess public speaking skills. Students should have the ability to lift, carry, or otherwise move and position equipment weighing up to 30 pounds.

Supervision: Interns will report directly to Adrienne Nirdé, Historic Interpreter II. The Site Manager, Scott Warren, will closely monitor all internship operations.

How to apply: A complete internship application consists of the following:

- A resume outlining your educational, professional, and volunteer experiences
- A cover letter which including your reasons for seeking an internship and what you hope to gain from the experience
- Contact information for three references

Interested student should email their completed application to adrienne.nirde@ncdcr.gov by **December 20, 2018.**

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