



The Barker Mansion
631 Washington St.
Michigan City, IN 46360
(219) 873-1520
Contact: Director Emily Reth
ereth@emichigancity.com
www.barkermansion.com

Job Title: Archives Intern
Department: Barker Civic Center
Reports to: Director

Internships are designed for a minimum commitment of 20 hours per week for a minimum of 12 weeks with consideration given to individual university requirements. Educational programs which operate on a quarterly basis will be accommodated. All internships are unpaid at this time.

Motivated students who are seeking hands-on experiences in a team-oriented environment will find excellent opportunities at the Barker Mansion. Internships are available which provide learning opportunities in archival preservation, research, event management, communication and marketing, development, and educational programming. Positions are offered each semester. Applications are accepted at any time, and internships are open until filled.

We are committed to excellence and working at the highest standards of integrity and professionalism. As interests in the Barker Mansion expand, we as museum staff, also must accommodate. This position will highlight some of the interpretive changes the mansion will be fully committing to in order to make a more impactful online experience for the community.

Position Description:

The Archives Intern will participate in the ongoing maintenance of media-based exhibits in the museum's galleries. Assist in the digitization of the mansion's archival material, assist with on-going research projects used in interpretive events.

Educational Objective:

The Archives internship provides opportunities for hands-on experience working with media installations in a museum setting. The intern will learn best practices for working in a house museum that also has an on-site archive. The intern will work with an experienced professional to learn about techniques and specific equipment used in museum exhibitions. They will learn how to maintain equipment and how to troubleshoot when problems occur. They will also help

organize and maintain the museum's inventory of media equipment.

Responsibilities

Under the close supervision of Director, the intern will learn about and gain direct experience in:

Archival methods, digitization, research used in interpretive events

Requirements

Interest in learning about media equipment and techniques used in museums

Must have experience or is currently studying in the fields of public history, history, art history, library science, or archaeology.

Ability to work both independently and as part of a team

At least 18 years of age

Application Process

Email resume, cover letter, and three references to ereth@emichigancity.com