



### **Collections Management Intern (Stipend Provided)**

The High Point Historical Society (HPHS) of the High Point Museum (HPM) seeks an enthusiastic and motivated intern to work on a variety of collections management projects with HPM Collections staff during the summer of 2022.

This internship is open to both graduate and undergraduate students interested in museum collections management. The intern will gain hands-on experience in object handling, cataloging, and research.

The intern will assist the HPM registrar with several ongoing projects. The main project will be processing the Highland Mill Village Neighborhood History Room Collection, which includes objects and archival materials related to High Point's Highland Mill Village. Processing may include working with Highland Mill Village residents to identify and describe items. As time allows, the intern will assist with other projects, such as processing incoming donations, transcribing historic documents, cleaning artifacts, and installing exhibits.

The internship is available for those seeking class credit. The internship is 160 hours but the exact timeframe and schedule will be mutually determined by the supervisor and the successful candidate.

**Minimum requirements:** Must be currently enrolled in an accredited undergraduate or graduate level program working toward a degree in museum studies, public history, history, or other related field. The candidate must have basic knowledge of computer databases and Microsoft Excel, a passion for history, and an interest in learning about collections management. Previous experience with museum collections and a familiarity with material culture are appreciated, but not required. The competitive candidate will have a strong knowledge of 20<sup>th</sup> century United States and/or North Carolina history.

The HPHS is a 501(c)3 nonprofit organization that supports the mission of the HPM. The HPM is a local history museum operated by the City of High Point. The HPM's mission is to share Greater High Point's history, provide perspective for current issues, and strengthen the sense of community. The mission of the HPHS is to collect, preserve and showcase the history of greater High Point to foster a shared appreciation of our community reflected in the stories, events and traditions of our past.

This is a temporary, paid position based in High Point, North Carolina, and funded by the HPHS. The internship must be completed between May 15 and September 1, 2022. The intern will be paid a stipend of \$2,000. Employee benefits are not available. Housing is not provided.

To apply, email a cover letter, resume, and two letters of reference to [corinne.midgett@highpointnc.gov](mailto:corinne.midgett@highpointnc.gov). Questions may be directed to the same email address.

**Application deadline is February 28, 2022.**

1859 E. Lexington Ave. High Point NC 27262 ▪ 336-885-1859 ▪ [www.highpointmuseum.org](http://www.highpointmuseum.org)

Museum hours: Tuesday through Saturday 10 am to 4:30 pm ▪ Historical Park open Saturday 10 am to 4 pm