

# Collections Internship

**Where:** Heritage Flight Museum, 15053 Crosswind Dr, Burlington, WA 98233

**Job Title:** Collections Intern

**Hours:** Relatively flexible schedule offered M-F, willing to work around class schedules

**Compensation:** Unpaid

**Summary:** The Heritage Flight Museum is looking for an intern to assist in the care and maintenance of the artifact and archives collections within the museum's Collections Department. The collections intern will work with the Collections & Exhibits Manager, and assist them in cataloging and organizing both the current collection, as well as any new items as they are brought in.

**Experience:** This position does not require any experience working in a museum or with Past Perfect Museum Software. Any necessary training will be provided on the job.

## Basic Requirements:

- Intern should currently be enrolled in or recently graduated from a university Museum Studies, Anthropology, or History program.
- Be able to commit a minimum of 12 hours per week to the job
- Have computer skills, primarily working in a Microsoft Windows environment
- Have the ability to learn new computer software quickly
- Be a self-starter and be able to think creatively
- Knowledge of or interest in military and aviation history is a bonus
- Remember that it's easier to ask stupid questions than fix stupid mistakes

## Essential Tasks Intern Will Learn:

- Intern will be taught the proper methods for filling out and completing paperwork associated with new accessions and loans.
- Utilize Past Perfect Museum Software to update and create database entries for each item in the collection
- Assist in cataloging, photographing, scanning, and organizing all artifacts and archives already in the collection as well as any new donations/loans as they come in
- Be able to comprehensively research artifacts to create full and detailed catalog entries for each item

## Physical Demands and Work Environment:

Interns may lift potentially heavy boxes and display covers and must be able to do so without dropping the items or hurting themselves otherwise. The intern must be aware of their surroundings! Heritage Flight Museum is a *flying* museum, aircraft and maintenance machinery are often moving around, and during the summer the aircraft will be starting up

and/or flying. The intern must not get run over by a wing, tire, propeller, or any other aircraft parts and machinery.

Due to Covid-19 concerns at the present time this internship is being offered, some or all intern work may be required to be done from home in order to help the museum observe social distancing guidelines. This may unintentionally affect the way in which this internship takes place or affect the tasks that will be asked of the intern during their time with HFM as the collections intern.

**Application Process:**

If interested, submit a cover letter and current resume to [archive@heritageflight.org](mailto:archive@heritageflight.org)

Heritage Flight Museum offices may also be reached at 360-424-5151, between 8am-4pm M-F.