Cultural Resources – Collections Intern

DELAWARE STATE PARKS INTERNSHIP PROGRAM

CLICK HERE TO APPLY: https://www.volistics.com/ex/portal.dll/ap?ap=1797400591

DESCRIPTION: The collections intern will primarily catalog, using PastPerfect, artifacts stored at the Grass Dale Center. Tasks will include documentation photography, gentle surface cleaning, numbering, and preparing objects for storage. The collections intern will work independently with frequent interactions with the Collections Specialist.

LOCATION: The main Collections Care office is located at the Grass Dale Center - Fort DuPont State Park in Delaware City DE. Collections are maintained at various Delaware State Park sites located statewide so there is potential for work at various parks including but not limited to: Fort DuPont, Cape Henlopen, Bellevue, Central Office (Dover).

TERM OF SERVICE: Minimum of 3 months up to Year-Round

Minimum 15-20 hours – Maximum 30+ hours/ week

Preferred: 30+ hours/ week

RESPONSIBILITIES: Intern will be responsible for assisting Collections Specialist with the organization and care of the Delaware State Parks’ collection of historic objects, archival materials, art, and ephemera.

Responsibilities include:
• Entering objects into the PastPerfect database (primary duty)
• Performing environmental checks on storage spaces
• Rehousing objects located in our climate controlled repository
• General housekeeping of storage spaces
• Assist in the inventory and condition checks of Delaware State Parks’ collection and prioritize collection care needs
• Other duties as necessary or assigned by Collections Specialist

REQUIRED SKILLS:
• Organized and detail-oriented individual.
• Knowledge of general museum registration methods and collections care standards
• Preferred a student of: History, Artifact Conservation/Preservation, Museum Studies, or related field
• Ability to sit or stand for long periods of time
• Ability to lift up to 50lbs
• Comfortable working independently
• Valid driver’s license
• Knowledge of Microsoft Office software
• Working knowledge of museum collections software, PastPerfect preferred

DIRECT SUPERVISOR:
The direct supervisor to the Cultural Resources Collections Intern will be the Collections Specialist.

BENEFITS:
• **Stipend**: Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of $100 per week for service of 30 or more hours per week or $50.00 per week for service of between 20 – 30 hours/ week paid biweekly as a direct deposit into the Intern’s bank account.

  o The stipend is not a wage, but does count toward the total income on which the intern’s tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

• **Housing**: Some housing is available, at no fee, for interns providing full-time hours (30 or more per
week). If selected for housing, an intern will share a house, duplex or dorm facility with other interns.

- **Activities**: Interns receive free admission to all Delaware State Parks and the opportunity to attend most programs and activities at no fee.

- **AmeriCorps Educational Award (optional)**: Interns engaged in Education, Management, Administration, or Environmental Stewardship are eligible to receive an AmeriCorps Education Award upon completion of their service if they choose. The award amount varies and is based on the total number of hours served. The award can be used for educational expenses including tuition, student loans, books, and other fees for up to 7 years after completion of service.

All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.

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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce.