

# EASTSIDE HERITAGE CENTER



*Connections for yesterday, today, and tomorrow.*

## **Collections Move Internship**

Eastside Heritage Center (EHC) in Bellevue seeks two Collections Move interns to assist with an artifact storage facility move. Candidates will gain fundamental skills and knowledge of working in a Collections department for a small heritage organization, as well as gain experience handling, moving, packing, inventorying and de-accessioning artifacts. This internship is unpaid.

### **Duties and responsibilities include, but are not limited to, the following:**

- Assist Collections staff and Committee with move planning
- Prepare boxes and objects for moving
- De-assemble shelving at current storage facility and re-assemble collections shelving at new storage facility
- Assist Collections staff and Committee with storage move
- Begin shelf inventory at new storage facility
- Other duties as required.

### **Qualifications & Skills:**

- Currently enrolled in or recent graduate of a Museum Studies, History, Library Science, Anthropology, or other related program.
- Excellent writing and verbal communication skills
- Attention to detail
- Highly organized and successful at meeting deadlines
- Able to juggle multiple projects at one time
- Must be able to provide own transportation to at least 3 separate facilities on the Eastside (Bellevue and Kirkland)
- Ability to lift up to 30 pounds
- Familiarity with Microsoft software (Word, Excel, Outlook, Power Point, Publisher); the ability to work with electronic databases (knowledge of Past Perfect museum software a plus)

### **Dates & Hours:**

- On-going internship that follows the school's academic calendar. Requires a three-month commitment minimum (10-12 weeks), with a possibility of extending the internship if desired by both the intern and the EHC.
- 5 to 10 hours/week with flexible scheduling. Internship hours must be during regular EHC business hours (10-4 M-F)

**Application Deadline:** October 31<sup>st</sup>, 2014 or until positions are filled

**To apply,** please send a cover letter and resume to EHC's Collections Manager, Sarah Frederick

E-Mail: [collections@eastsideheritagecenter.org](mailto:collections@eastsideheritagecenter.org) or fax 425.450.1050.