



Collections & Archives Intern Wornall/Majors House Museums

Job Description

The Collections & Archives Intern will work with the Program Director and other staff members to catalogue and organize photographs, letters, and other documents originally owned by Louisa Johnston. Johnston was the great-granddaughter of Alexander Majors and saved the Majors House from ruin by purchasing the property and living there while slowly renovating the house.

Responsibilities

- Organize and catalog documents and photographs, with special focus on any documents that relate directly to the Majors House, the Majors family, or topics directly related to the Museums.
- Create brief descriptions and summaries of documents.
- Make recommendations for which items should be accessioned into Museum collections and suggest appropriate homes for other objects.
- Research locations, people, and events related to documents as necessary.
- Assist with other ongoing collections tasks, as assigned.

Requirements

- Strong research skills and ability to ascertain validity of historic information.
- Attention to detail and ability to develop and execute short and long-term plans.
- Ability to clearly convey information and timelines to WMHM staff and volunteers.
- Willingness to do hands-on work on fragile and dusty objects.
- Experience or education in history, collections and archives, or museum studies.
- Experience reading historic documents an asset, but not required.

Details

Start and end dates flexible. This is an unpaid position. We will work with students to ensure that they qualify for school credit.

Administrator will work primarily out of our Majors House location (8201 State Line Rd., KCMO), but may work at the Wornall House (6115 Wornall Rd., KCMO) at times.

To apply, please submit a resume and cover letter to Sarah Bader-King at programs@wornallmajors.org.

About Working at the Wornall/Majors House Museums

The Wornall/Majors House Museums is a non-profit that preserves and protects two of Kansas City's most significant antebellum landmarks – the John Wornall House Museum and the Alexander Majors House Museum. The Museums engage the Kansas City community by bringing history to life through innovative, hands-on programs and experiences. The houses, both listed on the National Register of Historic Places, feature hands-on tours, field trips, summer camps, adult education programs, and more.



Our interns and volunteers will experience many facets of museum management, educational programming and non-profit administration. We value our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. Internships can be tailored to fit requirements for college credit.