



# Collections & Archives Internship

Wornall/Majors House Museums

## Job Description

Collections & Archives Interns work with the Curator and other relevant staff members to assist with various collections and archives-related tasks at either the John Wornall House or the Alexander Majors House. All Collections & Archives Interns receive training and hands-on experiences with museum collections objects. In most cases, interns will be working directly with objects to assist with cataloguing, researching, and/or accessioning.

The Wornall/Majors House Museums is experiencing rapid growth in its archives and collections projects. As such, WMHM has multiple projects available for prospective interns. When applying for a collections & archives internship, please indicate which of the following projects are of greatest interest to the applicant. It may be possible for an intern to complete more than one project, schedule permitting.

## Collections & Archives Intern Projects

### ***Institutional Archive Project***

*An institutional archive (or repository) stores for use and safekeeping an organization's records. In the case of the Wornall/Majors House Museums, this may include records relating to the John Wornall House Museum 1990-2011 (pre-1990 stored at Jackson County Historical Society), the Alexander Majors House Museum (1984-2011), and the Wornall/Majors House Museums (2011-present).*

- Search institutional records to pull relevant documents – including board minutes, event collateral (tickets, invitations), and newspaper articles.
- Separate and list pre-1990/1984 documents for potential future archival projects.
- Dispose of duplicate or irrelevant objects.
- Store and label important documents that will not be added to institutional archive.
- Create institutional archive and finding aid.

### ***StEPs (Standards and Excellence Program for History Organizations) Project***

*The StEPs program, offered by the American Association of State and Local History, is a self-paced assessment program allowing small institutions to review their policies and practices and benchmark themselves against national museum standards.*

- Assist Curator in meeting StEPs collections standards through a variety of projects.
- Research best practices and example documents at established historical institutions.
- Create updated documents for use by Wornall/Majors House Museums.
- Take on small archival and collections tasks to meet standards including, but not limited to, archival storage organization, data entry, and researching education opportunities.

**Archaeological Dig Collections Project**

*The John Wornall House was the site of two archaeological digs in 1966/67 and 2013. Items found have not been formally accessioned into WMHM's collections & archives.*

- Catalog archaeological artifacts.
- Create finding aid for found objects.
- Recommend and execute proper storage for objects.
- Oversee accessioning of objects, including their entry into PastPerfect collections management software.

**Alexander Majors House Accessioning Project**

*WMHM is in the process of fully accessioning museum objects at the Alexander Majors site. This project has been partially completed by a prior intern.*

- Accession objects by properly handling, marking, and entering them into PastPerfect collections management software.
- Take object photos and upload them to PastPerfect.
- Research objects for additional information, when possible

**Small Projects**

*These projects can be done in conjunction with an above project or may be ideal for someone who is looking for a collections-related volunteer project but is unable to commit to a full internship.*

- Perform a structural inventory of the Wornall House and compare results to a previous 2017 Wornall House Condition report.
- Organize photographs related to the Alexander Majors House and create a finding aid while ensuring proper conservation and storage.

## Requirements for all Collections & Archives Interns

- 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 create and research proper organizational methods for collections and/or archives;
- Robust communication skills and ability to clearly convey information and timelines to WMHM staff and volunteers;
- Willingness to do hands-on work with potentially heavy, dusty, or fragile items and to follow all handling procedures as conveyed by staff, either written or verbally;
- Education or work/volunteer experience in history, library sciences, or museum studies;
- Interest and education in mid-nineteenth century history strongly preferred;
- Familiarity with archives (this may be through academic research work) strongly preferred;
- Previous work with PastPerfect collections management software an asset, but not required;



## Internship Details

Start and end dates flexible. Interns work for one “season” (February-May, June-August, or September-December), 10-12 hours per week.

This is an unpaid position. We will work with students to ensure that an internship qualifies for school credit.

Interns will work primarily out of our Wornall House location (6115 Wornall Rd., KCMO), but may do some work at the Majors House (8201 State Line Rd., KCMO) as needed.

To apply, please submit a resume, cover letter, and preferred projects (as found above) to Sarah Bader-King at [programs@wornallmajors.org](mailto: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 make sure they receive a learning experience that fits their career goals. Internships can be tailored to fit specific requirements for college credit.

While internships are unpaid, we can offer:

- Mentorship and one-on-one opportunities to work with Museums staff;
- Hands-on work with collections and archives;
- Flexible hours and scheduling, including weekend hours, if desired;
- A fair and inclusive workplace where creativity is valued;
- Learning and networking opportunities;
- Reimbursement for any direct expenses related to duties, if incurred, such as training or educational opportunities;
- Job or academic recommendations, if internship is completed to best of intern’s ability.