



Collections Intern – Alexander Majors House Museum Wornall/Majors House Museums

Job Description

The Collections & Archives Intern will work with the Program Director, Majors House site manager and members of the Collections Committee to accession artifacts at the Alexander Majors House. This process will include assigning accession numbers, labeling artifacts and entering data into PastPerfect. The Alexander Majors House was built in 1856 and currently operates as a house museum, focusing on life in the mid-nineteenth century, Major's freighting firm Russell, Majors & Waddell, the Pony Express, and the Border Wars & Civil War on the Missouri/Kansas border. The Museum is currently undergoing a large-scale accessioning project to digitize and bring records up-to-date.

Responsibilities

- Assign accession numbers to artifacts, following the Wornall/Majors House Museums collections policies.
- Label artifacts with accession numbers, following proper protocol for handling and marking historic and antique objects.
- Enter artifact data into PastPerfect.
- Research historic usage, ages and material of artifacts as necessary.
- Inventory artifacts and their locations within the Museum.
- Assist with other ongoing collections tasks, as assigned.

Requirements

- Strong research skills and ability to ascertain validity of historic information.
- Willingness to do hands-on work with large, fragile or dusty objects and willingness to treat all artifacts with proper care and respect.
- Ability to make and execute long and short-term plans and communicate those plans with others.
- Careful attention to detail and ability to quality check own work.
- Experience or education in history, collections and archives, or museum studies.
- Experience with PastPerfect software a strong asset, but not required.

Details

Start and end dates flexible. Interns typically work 10 hours a week for one academic season – seasons include spring (January-April), summer (May-August), and fall (September-December). Larger projects may extend an intern's term, if desired. Students can also serve consecutive internships.

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

Intern 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.