



Collections Intern Position Description

September 2020

About the Cambridge Historical Society

The Cambridge Historical Society engages with our city to explore how the past influences the present in order to shape a better future. Just as every person in Cambridge has knowledge about its history, every person in Cambridge is a steward of Cambridge history. We inspire people to be caretakers of the city and its history.

About the Position

We need your help! We have a small object collection (around 500 objects) that needs to better serve our mission. Building off of a recently-completed inventory, you will work with the Society's Collections Committee and executive director to review inventory and provenance records for all objects, create a tiering system to help guide decision-making, and make recommendations for the future of these materials.

Qualifications

- An understanding of the legal and ethical issues of museum collections;
- Familiarity with the concepts and practices of [Active Collections](#);
- Experience handling historical artifacts;
- Experience with Past Perfect or other database software;
- An appreciation of the history of Cambridge, Massachusetts and the field of public history;
- Experience working in a team setting as well as independently; ability to meet deadlines; detail-oriented; strong organizational and communication skills required.

Time Frame + Compensation

- Around 16 hours a week from October through December;
- Hours are flexible during normal work hours (Mon-Fri, 8:30AM-4:30PM);
- The majority of work will take place on site with COVID-19 safety measures in place;
- A stipend of \$1,200 at the completion of the internship.

The Society's offices are located in the historic Hooper-Lee-Nichols House. Work will take place across several floors. There are no elevators, the floors are uneven and squeaky, there are numerous tight corners, and temperatures vary from room to room. Sturdy shoes and practical clothes are must. We have a driveway for easy parking.

The Society is committed to our anti-racism work. [Read more about it here.](#)

We welcome applications from individuals of all backgrounds and experiences. If interested in joining a small team dedicated to making the past relevant to the present, please submit your resume and letter of interest to Marieke Van Damme, Executive Director, at mvandamme@cambridgehistory.org by October 5, 2020.