

## Collections Graduate Practicum

### Description:

The Champaign County History Museum seeks a graduate student to assist in the cataloging, photographing, and handling of incoming and accessioned artifacts to our collection. The intern will primarily be based at the Champaign County History Museum but will require travel to the secondary storage facility located on the Western side of Champaign. These interns will learn museum collection software, proper artifact handling, and administrative duties related to collections management. These skills are necessary for any aspiring museum professional and will provide valuable career experience for anyone looking to join a museum, library, or archive. The time requirement for these interns will range from 8-10 hours per week based on the intern's availability and desired credit hours and will culminate into 100 hours over the semester.

### Responsibilities:

Primary responsibilities will include:

- Cataloging and photographing artifacts and digitizing them for our records and public collection database through museum software PastPerfect
- Improving the museum's digital collection by additions to the museum's archival vertical files and organizational finding aides
- Assist collections volunteers at the secondary storage facility to progress deaccessioning project.

Secondary responsibilities will include:

- Research and write paper on historical topic related to the county for publishing on our museum blog and website
- Attend monthly collections committee meetings (Optional but Recommended)

### About the Museum:

The Champaign County History Museum has existed in two different locations during its lifetime. Beginning in 1972 at the historic Wilbur Mansion the museum hosted many community events, and exhibitions, and became a staple of the local community until 1997 when the museum moved to its present location at the oldest commercial building, the Cattle Bank. Since then, the museum has hosted a volunteer and internship program that has seen over 3,000 volunteer hours per year and over 800 intern hours. In 2023, interns worked directly with artifacts and special collections, researched and wrote academic articles for publishing on our museum blog and digital exhibition page on our website, and engaged with local community members at events and exhibition receptions. If you are interested in this practicum opportunity please contact Museum Manager Will Best at [wbest@champaigncountyhistory.org](mailto:wbest@champaigncountyhistory.org) for more information.