

Museum Collections Intern

Internship Description

About the Jimmy Carter Presidential Library

The Jimmy Carter Presidential Library is part of the Presidential Library system composed of thirteen Presidential Libraries. These facilities are overseen by the Office of Presidential Libraries and are part of the National Archives and Records Administration. The Carter Presidential Library in Atlanta, Georgia, opened in 1986, and the Museum holds a collection of 40,000 objects. The permanent exhibition displays many artifacts from President Carter's early life, presidency, and post-presidential service.

The Museum seeks a Collections Intern for various museum collections projects. These include:

- Assisting museum technician with an inventory project.
- Scanning documents
- Photographing artifacts for preservation and website
- Assisting in re-housing of artifacts for preservation.
- Assisting with minor exhibition maintenance and cleaning.

Benefits to becoming a Carter Museum Intern:

- Free admission to the Museum for you and your family
- Gaining experience in handling a variety of museum objects
- Set your own schedule (generally between 7:30 and 4:30)
- The Carter library is conveniently located in Midtown, walking distance to many restaurants and shops, as well as the Beltline and Ponce City Market.

Qualifications

- Currently enrolled in a Museum Studies, Public History, or Historic Preservation graduate program or holds a Graduate degree in one of the aforementioned fields.
- Commit to at least 128 hours per semester (8 hours per week)
- Experience handling museum objects or has completed a Collections class.
- Interest in museum collections and preservation.
- Experience photographing 3-D objects is a plus.
- Willingness to learn National Archives museum standards.
- Good attitude and sense of humor is a must.

Sidebar: *NO discussion of politics and/or party affiliations please. The Museum is neutral political ground.*

Interested students should send a resume and a completed application via email to:

Sylvia Naguib

Curator

sylvia.naguib@nara.gov

441 Freedom Pkwy Atlanta, GA 30307

*Use Subject Line: COLLECTIONS INTERN

*Recommendations sent directly to sylvia.naguib@nara.gov

JIMMY CARTER PRESIDENTIAL LIBRARY AND MUSEUM MUSEUM COLLECTIONS INTERN APPLICATION

NOTE: This position may require a background check due to nature of the collection and requirements set forth by the National Archives and Records Administration.

Name _____

Phone Number _____ Email _____

Undergraduate Degree _____ School _____

Address _____

(Permanent address if different) _____

Present University or College _____

Program and year _____

Relevant Coursework _____

Experience with Museum Collections _____

Availability _____

Additional Information you wish to provide _____

How to Apply: Send resume and completed application to sylvia.naguib@nara.gov with subject line: COLLECTIONS INTERN

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