

2702 E D St, Tacoma, WA 98421

Phone 253.779.8490

Fax 253.779.8499

www.lemaymuseum.org

COMPENSATION: \$10.00 Hr.

Intern Position Description

Collection Management Intern

DEPARTMENT: <u>Collections</u> STATUS: <u>Summer Intern: - Temporary</u>

DRIVING CLASSI FICATION: Valid Driver's License Required

DIRECT SUPERVISOR: Collections Manager

General Summary:

As a result of generous support from the Collectors Foundation of Traverse City, Michigan, LeMay–America's Car Museum has a temporary summer paid-internship position in the automotive museum's Collection Management department. This position will be working under the supervision of the museum's Collections Manager and be involved in vehicle research, assessment, preservation, and presentation of vehicles in the collection to enhance the audience experience visiting the Museum, and at outside events.

Responsibilities:

- 1. Assists in performing vehicle research, including sourcing supplies and auto parts, and authenticating vehicle background history;
- 2. Assists in vehicle assessment and research within the established Authenticity Research Program;
- 3. Assists in the preservation and general maintenance of the museum collection;
- 4. Assists in the presentation of exhibits, including setup, upkeep, moves, and takedowns;
- 5. Interacts with museum guests to assist the museum in enhancing guests' experience;
- 6. Assists other departments in conducting museum activities as needed;
- 7. Assists in maintaining cleanliness and order within the shop and the collections area;
- 8. Observes safe shop practices and follows safety rules and regulations.
- 9. Maintains timeliness by arriving on-time and prepared for all shifts, meetings, and appointments;
- 10. Demonstrates professionalism and appropriate boundaries in all interactions with employees, volunteers, guests and outside contacts;
- 11. Demonstrates a willingness to learn, follow directions, and take instruction for all assignments;
- 12. Completes all shift responsibilities as required, both on time and accurately;
- 13. Performs other duties as assigned.

Distinguishing Characteristics:

Distinguishing characteristics of an individual for this position include, but are not limited to: possessing solid personal integrity, honesty, and character; a positive attitude; a willingness to assist the program in various tasks to accomplish department and museum goals; a flexible attitude.

Qualifications:

- 1. (Required) Actively pursuing (or within the past twelve months completed) a degree or certificate in automotive technologies or a closely related field.
- 2. (Required) At least 18 years of age.
- 3. (Required) Must be able to work at least forty hours per week for a maximum of 12 consecutive weeks.
- 4. (Required) Must be available for a flexible schedule, some evening and weekends.
- 5. (Required) Must possess a valid driver's license, have a safe driving record.
- 6. (Required) Must have reliable transportation to and from the Museum.
- 7. (Required) Proficient typing and computer skills, including experience in Microsoft Word.
- 8. (Required) Understanding of safe practices when using of shop tools and other equipment.
- 9. (Required) Professional respect for museum vehicles and artifacts.
- 10. (Required) Excellent organization skills including neatness.
- 11. (Required) No felony convictions within the last seven years and no convictions of child abuse and/or crimes involving physical harm to another person, nor being a perpetrator of substantiated child abuse.
- 12. (Required) The ability to pass ACM's criminal background check process.
- 13. (Required) Exceptional character, honesty, integrity, and professional boundaries. Personal conduct which compromises any of these qualities is cause for termination of internship.
- 14. (Required) A strong work ethic.
- 15. (Required) Professional interpersonal skills that include a tactful, gracious and courteous demeanor that facilitates excellence in public relations, employee relations, and volunteer relations.
- 16. (Required) Fluent in the use of the English language.
- 17. (Preferred) Strong knowledge of automobile history.

Additional information regarding The Collectors Foundation grant:

LeMay–America's Car Museum wishes to thank the Collectors Foundation for their substantial financial support which makes this internship possible. For more information about the Collectors Foundation, please visit www.collectorsfoundation.org.

Application Instructions:

Submit the following:

- 1. A cover letter directed toward the internship of interest
- An updated resume

Email to: Renee.Crist@lemaymuseum.org or Fax To: Attn: Renee Crist: 253.779.8499