



Collections & Exhibitions Internship (Archives) - Fall 2013

Introduction: The Stamford Museum & Nature Center, a 501(c)(3) not-for-profit organization, serves as a resource for Stamford families and those in surrounding communities. Our 118-acre grounds contain the Bendel Mansion museum galleries, hiking trails, a working farm, a playground, picnic areas, organic garden, maple sugar house, planetarium, and an observatory. We offer educational programming both on- and off-site to over 15,000 students annually. The proceeds from special events such as family festival days and annual wine tasting, directly support our educational programs.

Project Description: Archiving Historical Documents and Photographs of the Stamford Museum & Nature Center

Background: The Stamford Museum & Nature Center, founded in 1936, has a rich history related to three different locations. The original location of the Stamford Museum was in three rented rooms in the Stamford Trust Company building at 300 Main Street, downtown Stamford. In 1945, the museum relocated a former E. Y. Weber estate carriage house in Courtland Park, at the base of Cortland Avenue at East Main Street. In 1955, the Museum moved again to its current location on the former estate of Henri Bendel. Millions of visitors have participated in programs and attended exhibitions, festivals and events at the SM&NC over the past 75 years. This project is concerned with preserving the documents, photographs, and other associated material dealing with the SM&NC since its inception, especially documents and/or references related to the collections.

Duties

This project is concerned with preserving the documents, photographs, and other associated material dealing with the SM&NC since its inception, especially documents and/or references related to the collections. The intern will perform various tasks:

1. Place papers, photographs, slides and negatives into archival material provided
2. Label material as instructed
3. Organize and file material by category and year following established protocol
4. Provide weekly work updates.
5. The intern may possibly assist with scanning photographs, slides and negatives to create digital image files.

Through this project the intern will be exposed to and will become familiar with some of the principles of archiving historical and collections related documentation.

Qualifications:

Open to undergraduate or graduate students with coursework in History, Library Science/Digital Archives or Museum Studies, and an interest in learning about museum collections, databases, and digitization projects. Applicants must have excellent organizational skills, have some basic knowledge in archival protocol, must be detail-oriented, and able to work independently and efficiently. Experience in scanning photographic material and using Photoshop CS5 helpful. Willingness to work with and supervise volunteers is required.

This is an unpaid position, but the student may arrange for college credit. The intern will work 10 -20 hours per week in a schedule to be determined by the candidate and the Curator of Collections. The fall intern season is approximately September 23-November 15 (8 weeks). Intern must successfully pass a background check if age 18 or over.

To apply, please send a resume, cover letter and two reference contacts to:

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Visit our website at www.stamfordmuseum.org