



# ARKANSAS State Archives

*An agency of the Department of Arkansas Heritage*

## MUSEUM EXHIBITS INTERNSHIP

- I. **General Overview:** The Arkansas State Archives (ASA) was created by the Arkansas General Assembly in 1905 to preserve official state records and historical materials pertaining to Arkansas and its people. In addition to collecting, maintaining and preserving the largest collection of archival material on Arkansas, the ASA also maintains a three-dimensional object collection, a small on-site exhibit areas and traveling exhibits. Many of the artifacts originally were collected for a museum run by the State Archives at the State Capitol in the early to mid- 20<sup>th</sup> century. The three-dimensional object collections includes a variety of historic objects dating from the territorial period to the present, as well as a portrait gallery collection of framed paintings and drawings.

The internships are available to current students, recent graduates, and professionals wishing to gain more experience. While the internship program is available to students regardless of major, the Museum Exhibits Internship offers exceptional opportunities to students in public history, history, museum studies, anthropology, archeology, art history, and related disciplines who wish to gain firsthand experience in museum related work.

All applicants must submit a current resume and a cover letter describing their interests and abilities as they pertain to the specific internship they are applying for.

- II. **Scope of Work:** Museum Exhibits Interns assist the Curator with a variety of projects. The ASA develops on-site, off-site and traveling exhibits. Examples of tasks include researching information for exhibits, helping to identify items to exhibit, scanning and photographing historic material for exhibits, making mounts for exhibits, printing and mounting graphic/text panels, graphic design work for exhibits, installation of exhibits, de-installation of exhibits, and checking condition of traveling exhibits on rotation.

Interns may also work on museum collections management and registration duties using PastPerfect 5.0.

- III. **Required Qualifications:** Study in the field of public history, history, art history, anthropology, archeology, or related field. Candidates will also possess basic computer skills, an interest in museum exhibit development work, and the ability to lift 25 pounds.

**IV. Working Hours:**

Internship hours will be based on the supervisor and the student's schedule. If the educational institution authorizes course credit, the ASA has a specific agreement for this purpose. Normally, academic internships are five to twelve week sessions, with the student working a total of 180 hours. Although the Arkansas State Archives is open 8:00 am - 4:30 pm Monday through Saturday, the Museum Exhibits Internship will be available only Monday through Friday with possible occasional attendance at special events sponsored by the ASA outside the regular business hours.

**V. Location of Work:**

Arkansas State Archives  
1 Capitol Mall  
Little Rock, AR 72201

**VI. Intern Supervision:** Julienne Crawford, Curator, Arkansas State Archives

**VII. Intern Evaluation:** Complete the required forms from the student's school for this process.

**VIII. Application Process:** Please include the following materials with your completed DAH application:

- Complete the DAH internship available for download at [www.arkansasheritage.com/about/employment](http://www.arkansasheritage.com/about/employment)
- A current resume.
- A one-page cover letter identifying the specific internship project (ASA Museum Exhibits Internship) and dates of availability.
- List of relevant classwork, if applicable.
- Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your DAH application and related materials to:  
**Debbie Biggs, DAH Personnel Manager @ [debbie.biggs@arkansas.gov](mailto:debbie.biggs@arkansas.gov)**

## **INTERN EXPECTATIONS AND OPPORTUNITIES**

The following are duties included in an internship with the ASA Museum Curatorial Department.

**Exhibits**

- Assist Curator with researching and planning upcoming on-site, off-site, and/or traveling exhibits.
- Assist Curator with identifying items to exhibit. Scan or photograph items to be included in exhibits.

- Assist Curator with the aspects of the installation and de-installation of the exhibits, including object handling, printing and mounting text/graphics panels, lighting, preparing mounts, etc.
- Assist Curator with graphic design work for exhibits, possibly using Adobe Photoshop, Adobe InDesign, Microsoft Publisher, and/or Microsoft Word.
- Assist Curator with traveling exhibit paperwork and publicity material, preparing traveling exhibits for going out and checking over traveling received back.
- Learn about handling and preserving historic objects.

## **OTHER POSSIBLE EXPERIENCE:**

### **Three-Dimensional Object Collections Management**

- Help research information about items in the ASA's three-dimensional object collection to update Past Perfect.
- Help Curator accession and catalog new objects into the collection.
- Assist Curator with gallery maintenance.
- Enter data information into Past Perfect 5.0.
- Assist Curator in cleaning, accessioning, moving, photographing, and inventorying of collection items.

### **Special Events**

- Assist at special events sponsored by the Arkansas State Archives.

### **Conservation**

- Assist Curator and Archival Assistant of Conservation with framing material, creating housings for historic material and basic paper conservation.