Hemingway House Preservation Intern
The Jeanne Rodger Lane Center for Regional History

POSITION INFORMATION
Title: Hemingway House Preservation Intern
Type: part-time, non-exempt, seasonal position
Location: Ketchum, Idaho
Reports to: Mary Tyson, Director of Regional History
Compensation: $15/hour
Benefits: none
Special Instructions: successful candidates must be able to complete a criminal background check.

JOB SUMMARY
The Community Library Center for Regional History in Ketchum, Idaho, seeks a summer intern to work in the area of collections care specifically in our Hemingway collections. Our Hemingway collections span the Center for Regional History’s special collections, the Regional History Museum collections, and the Library’s Hemingway House collections. The intern will work on a project defined to meet a current need for the Center’s advancement of Hemingway’s legacy in Idaho. The project’s scope will consider what can be accomplished within the specified time frame of the internship. Project possibilities include (but are not limited to):

- **Historical Furniture.** Work on collection care of Hemingway House furniture and add metadata to the inventory database. Assist with condition reporting, digitization, provenance research, and cataloging.

- **Historical Clothing.** Work on collection care of Hemingway House textiles and clothing collection. Assist with the preservation and identification. Add descriptive metadata using Cataloging Cultural Objects guidelines. Make condition reports, digitize, and catalog. Produce a some written material on this collection.

- **Historical Personal Objects:** Assist in the preservation work for a discrete collection of Hemingway House objects (this could include some clothing, furniture, small objects, kitchen items, and/or books, etc.). This would include
provenance research, condition reports, and creating descriptive metadata in Microsoft Excel and PastPerfect.

**DUTIES AND RESPONSIBILITIES**
- Perform detailed collections metadata entry, cataloging, and record-keeping
- Document with a camera and process digital image files
- Handle historical materials and artifacts carefully and responsibly
- Assist with physical organization and housing of collections in Regional History archive
- Provide interpretive text of collection objects for museum labels

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**
Physical requirements and working conditions will depend on the project selected. The project can be designed to provide reasonable accommodations for disabilities.

**REQUIRED QUALIFICATIONS**
- Higher education studies in history, museum studies, humanities, or related field
- Strong interest in history education, museum operations, or archival data work
- Excellent verbal and written communication skills
- Excellent attention to detail
- Strong computer skills, including demonstrated experience with Google Drive and Microsoft Office and experience with spreadsheets
- Demonstrated ability to learn about new processes and concepts to complete a project
- Demonstrated ability to support an environment of diversity and inclusion consistent with the library’s aims
- Bilingual skills in English and Spanish are highly advantageous

**APPLICATION INSTRUCTIONS**
To apply, please email a cover letter and resume as PDF attachments to bringit@comlib.org by March 20, 2020. Successful applicants will be selected by April 30, 2020. In your cover letter, please describe your specific interest in Hemingway and public history, and include what skills you hope to develop through the course of the internship. Please direct all inquiries to Nicole Lichtenberg, operations manager, at bringit@comlib.org.