

# Collections Management Intern

## DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: [2021 Delaware State Parks Internship Program Application](#)

### DESCRIPTION

As a Historical Collections and Research Intern, you will work alongside our professional staff and gain hands-on experience with Delaware State Park's historically significant collections across a wide span of cultural and historic periods. You will use PastPerfect museum software, take and upload photos, label objects with their accession number, conduct object inventories, and other associated tasks involved with maintaining physical and intellectual control on the collections. It is a varied collection ranging from furnishings, historic objects, archival materials, art, and ephemera. The Intern may also assist with resource and collections based public programming. Collections are maintained at various Delaware State Park sites located statewide so there is potential for work at various parks including but not limited to: Fort DuPont, Cape Henlopen, Bellevue, Central Office (Dover).

### LOCATIONS

- **Auburn Valley State Park** - Yorklyn, DE  
*Victorian Mansion & world's largest collections of working steam automobiles*
- **Grass Dale Center at Fort DuPont State Park** - Delaware City, DE  
*Historic site associated with Fort Delaware and Fort DuPont State Parks which houses the Division collection of historical artifacts*

### TERM OF SERVICE

- 6 months or year-round (up to 52 weeks)
  - Part Time 20-29 hours/week
  - Full-time 30-35 hours/week

### RESPONSIBILITIES

- Be a part of the Park team taking care of behind-the-scenes museum work
- Assist in the inventory, documentation, maintenance, and cataloging of Park collections
- Entering objects into the PastPerfect database
- Performing environmental checks on storage spaces
- General housekeeping of storage spaces
- Other duties as necessary

### REQUIRED SKILLS

- Must be able to work flexible hours, including a weekends and holidays
- An interest in history, collections, or small museums
- Willing to learn collection management database software
- Able to do basic research of objects and documents in the collection
- Ability to understand and appreciate the historical context of the collection

- Professional appearance and demeanor, responsible and trustworthy
- Good customer service skills
- Works well independently or as a cooperative, contributory team member
- Able to use basic computer equipment and standard Office software programs
- Able to assist with both indoor and outdoor programs
- Comfortable working around, and with, fragile items
- Organized and detail oriented
- Performs duties in compliance with Division and Park Customer Service Guidelines and Safety Guidelines

#### DIRECT SUPERVISOR

- The Direct Supervisor will be a Delaware State Parks professional designated by the park

#### BENEFITS

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. In addition to this formal and informal training to successfully conduct their internship assignment, interns will have the opportunity to build associated skills and share real-time experience with park staff and colleagues. Training will be made available to the interns to further their personal and professional development.
- **Housing:** Limited co-ed housing is available, at no fee, for interns providing full-time hours (30 or more per week). If selected for housing, an intern will share a house, duplex or dorm facility with other interns.
- **Activities:** Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- **Stipend Available:** Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$100 per week for service of 30 or more hours per week or \$50.00 per week for service of between 20 – 29 hours/ week paid biweekly as a direct deposit into the Intern’s bank account.
  - The stipend is not a wage, but does count toward the total income on which the intern’s tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.



The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce

All

**Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.**

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