



## Maine Historical Society Costume Project Summer 2019 Internship

Maine Historical Society (MHS) seeks a qualified candidate for a 350-hour paid internship within its historic “costume collection.” Ideal candidates include graduate students recently accepted to, currently enrolled in, or recent graduates of a Museum Studies, Fashion History or a Material Culture program. This internship will focus on all aspects collection review, preparation, and preservation, including item level inspection, dressing mannequins, cataloguing and preparing items for long term storage.

MHS is committed to supporting emerging museum and archives professionals, as well as fostering an interest in the field of historic costumes & textiles, fashion history, and material culture, by providing paid internship opportunities in a collection’s environment. Hands-on collection work is vital to supporting the next generation of collections professionals, and an important piece of collection stewardship.

<b>POSITION TITLE:</b>	Costume Project Intern
<b>STATUS:</b>	Temporary
<b>SCHEDULE:</b>	350 hours
<b>DAYS/TIME:</b>	To be determined in consultation with supervisor
<b>REPORTS TO:</b>	Costume Curator
<b>PAY:</b>	\$5,000 (\$14.28 per hour)
<b>REVISION DATE:</b>	April 30, 2019

### **POSITION SUMMARY:**

The Costume Project Intern works under the direction of the MHS Costume Curator, and in support of the Costume Historian and Curatorial Assistant & Digital Technician. The internship specifically focuses on preparing historic clothing from the 18<sup>th</sup> through the 20<sup>th</sup> centuries for digitization (photography) and long-term storage. Work includes item level collection review, dressing and outfitting mannequins with period appropriate silhouettes, and preparing items for long term storage (rehousing, inspecting, light cleaning, and catalogue documentation). Additional tasks include reviewing existing cataloguing records, provenance research and supporting documentation.

### **FUNCTIONS AND RESPONSIBILITIES:**

- a. Assist with item level review of historic clothing, including physical inspection, reviewing cataloguing records (Past Perfect) and object files, as well as provenance research.
- b. Assist with light cleaning (vacuuming) and collection management tasks as assigned.
- c. Assist in dressing and preparing mannequins, creating supports and using supplies to create period appropriate silhouettes, or create applicable mounts/supports for items too fragile to dress.
- d. Prepare costumes for long term storage (boxing, tissue supports) while adhering museum standards and best practices.
- e. Update and enhance existing cataloguing records (Past Perfect), when applicable.

## **QUALIFICATIONS:**

Ideal candidates include incoming, existing, or recently completed graduate students of a Museum Studies, Fashion History or Material Culture program. Qualifications include experience working with an historic costume or textile collection; demonstrated familiarity with handling and working with historic clothing; familiarity with costume or textile nomenclature, fashion history (eras, trends and silhouettes). Preferred qualifications include experience in carving mannequins and creating supports.

Qualified candidates will possess the ability to solve problems in a changing environment; a degree of flexibility and adaptability; a willingness to perform both complex and mundane tasks; the ability to work independently and as part of a group; an open attitude, desire to learn, and a willingness to adhere to MHS current practices.

Working knowledge of Past Perfect software and/or New England history is a plus.

## **WORKING CONDITIONS & PHYSICAL DEMANDS:**

The internship takes place at MHS' offsite storage facility in Portland. Unfortunately, public transportation to the facility is limited, with the nearest bus stop  $\frac{3}{4}$  mile away. Qualified interns must provide their own transportation to and from the offsite location each day.

The work is performed in a warehouse environment. The workload requires standing for long periods of time, bending, lifting, leaning and moving items. Must be able to lift items above one's head, and hold hanging items up while maneuvering. Must be able to lift 25 lbs.

## **SCHEDULE & PAY:**

The 350-hour internship shall commence at an agreed upon schedule, during business hours (Monday-Friday 9-4PM). A condensed schedule might include five days per week, seven hours per day, over ten weeks. The internship may begin as early as June 1 and/or extend through September 30. This is a \$5,000 internship (\$14.28 per hour), paid bi-weekly on MHS' payroll schedule.

## **SUBMISSION & DEADLINE:**

Please submit a cover letter, resume, and two references to the following by May 22, 2019.

Jamie Kingman Rice  
jrice@mainehistory.org

or

Jamie Kingman Rice  
Maine Historical Society  
489 Congress St.  
Portland, ME 04103-3498

Electronic or mailed submissions (postmarked by May 22) are welcome.

*This internship is made possible in part by the Institute of Museum and Library Services MA-30-16-0356-16.*