



CHAMPAIGN COUNTY HISTORY MUSEUM

at the HISTORIC CATTLE BANK

Artifact Processing Internship Focus

Description:

This internship offers the student an opportunity to learn about museum work at the Champaign County History Museum (CCHM) through two main objectives. The main objective of this internship is to handle, process, and catalog artifacts in the museum's collection. The second objective will be to write an article for the CCHM's newsletter "History Matters" about the processing work. The intern is also expected to attend the CCHM's monthly Collection Committee meetings and participate in the discussion. All objectives will be completed in collaboration with the Museum Manager and Board of Trustees members as needed.

Requirements for time will range from 4 -6 hours per week based on the applicant's availability and desired credit hours.

Responsibilities:

Primary responsibilities will include:

- Cataloging and photographing artifacts and digitizing them for our records and public collection database through museum software PastPerfect
- Research any artifacts for additional provenance and county relevance
- Improving the museum's digital collection by additions to the museum's archival vertical files and organizational finding aides

Secondary responsibilities will include:

- Research and write paper on historical topic related to the county for publishing on our museum blog and website
- Write segment for the museum's monthly newsletter regarding artifacts and recent donations

About the Museum:

The Champaign County History Museum has existed in two different locations during its lifetime. Beginning in 1972 at the historic Wilbur Mansion the museum hosted many community events, and exhibitions, and became a staple of the local community until 1997 when the museum moved to its present location at the oldest commercial building, the Cattle Bank. Since then, the museum has hosted a volunteer and internship program that has seen over 3,000 volunteer hours per year and over 800 intern hours. In 2023, interns worked directly with artifacts and special collections, researched and wrote academic articles for publishing on the museum blog and digital exhibition page on the website and engaged with local community members at events and exhibition receptions. If you are interested in this internship opportunity please contact Museum Manager Will Best at wbest@champaigncountyhistory.org for more information.