



CHAMPAIGN COUNTY HISTORY MUSEUM *at the* HISTORIC CATTLE BANK

Museum Docent/Letter Transcription Internship

Objective:

This internship offers the student an opportunity to learn about museum work at the Champaign County History Museum (CCHM) through two main objectives. The first objective is to act as museum docent during open hours at the museum. The second objective is to organize and transcribe handwritten letters from the museum's archives collection. The intern is also expected to attend the CCCM's monthly Education 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:

The intern will work a weekly schedule at the museum at our welcome desk as a museum docent. Interns in this position will be responsible for greeting visitors and handling gift shop sales at the CCHM's welcome desk. Interns are expected to read through all of the museum exhibits thoroughly so they can best answer any questions visitors may have about the exhibits. Interns will also be responsible for ensuring visitors are not trying to handle any artifacts in the exhibits.

The intern will also be responsible for organizing and transcribing handwritten letters from the CCHM's archives collection. These letters were written between 1855-1880 and are all in cursive. The letters are part of a single collection of correspondence known as the Chapin Family Collection. The intern will first assess the contents of the collection and organize it by author and date. Once this is done, the correspondence needs to be logically organized in archival folders by author and date and then cataloged. Once the collection is organized and cataloged, they need to be transcribed. Interns in this position must be comfortable reading handwritten cursive.

The intern is also expected to attend the CCHM's monthly Education Committee meetings, which typically occur at 7pm on the third Thursday of each month (September, October, and November). The intern will be expected to come prepared and participate in the meetings and offer ideas and feedback regarding the discussion topics.

How to apply:

Submit a resume and statement of interest to volunteers@champaigncountyhistory.org. If you would like to do the internship for college credit, please provide all the necessary details and contact information from the on-campus department that your internship will be through.