

HINGHAM HISTORICAL SOCIETY

ANDREWS FAMILY INTERNSHIP 2024

The Andrews Family Internship is a 200-hour curatorial in-person internship granted with a stipend of \$3,000 to advanced undergraduate or graduate students interested in the field of curatorial or museum studies. The 2024 Andrews Family intern will spend most of their time at the Hingham Historical Society's Old Ordinary House Museum but may be asked to help with various projects or events at the Society's other properties; the Hingham Heritage Museum and the Benjamin Lincoln House. The Andrews Family Intern will assist and work under the supervision of Ellen Miller, Chair of the Old Ordinary House Committee, and Jessica Costello, Collections Manager and Registrar.

Job Responsibilities

Tasks will include cataloging material in the museum collection with a focus on those stored at The Old Ordinary, enhancing existing catalog records; rehousing collections into archival enclosures; organizing and improving Old Ordinary storage spaces; cleaning objects as needed according to best practices in the museum field; creating a small, curated exhibit and developing an associated post for our social media platforms. Occasional assistance with special events and tours should be expected.

- **Collection Items Stored at The Old Ordinary:** The Andrews Family Intern will work with staff and volunteers to complete the task of reorganizing and cataloging collections materials stored in the Morton Smith Room and in other storage items in the building. This will include locating items in Past Perfect or creating new records, as well as photographing, researching, cleaning, and properly storing items.
- **Old Ordinary Exhibit:** The Andrews Family Intern will develop a small, curated exhibit to enhance tours of The Old Ordinary campus in one of the following focus areas: the Revolutionary War era, our tool collection, or our textile equipment.
- **Old Ordinary Programming:** The Andrews Family Intern will provide occasional tours as needed of The Old Ordinary based on prepared scripts. This may require occasional flexibility in schedule, including Saturdays.

Qualifications

Summer internships at the Hingham Historical Society are designed for students who have completed their undergraduate degree and are pursuing or considering advanced coursework work in museum studies, public history, library science, or a related field. On occasion, undergraduates in their third or fourth year will be considered.

Candidates should:

- Show facility with MS Office software and Google Drive is required. Facility with PastPerfect Museum software is preferred
- Be highly organized, dependable, and detailed oriented
- Possess excellent written and verbal communication
- Have a can-do, positive attitude, compatible with a small, fast-paced, non-profit team.

To Apply: Please send cover letter and resume including two references to careers@hinghamhistorical.org. Qualified applicants will be asked to interview via Zoom. Application deadline is March 20th.