



AMERICA'S CAR MUSEUM

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www.americascarmuseum.org

Education Intern Position Description

Education Resource Center (Library) Intern

CATEGORY: Education

STATUS: Intern: Volunteer

DRIVING CLASSIFICATION: No Driving Privileges

COMPENSATION: NA

JOB SUMMARY: LeMay-America's Car Museum's Education Interns are instrumental in providing outstanding programs for Museum visitors, students, educators, and informal learning groups. The Education department is also responsible for the Museum's Education Resource Center (ERC), a collection of book, periodical, and print material showcasing the history and development of the automobile. Materials in the ERC are in the early process of cataloguing and organization. The Education Resource Center Intern will focus on cataloguing items into our FileMaker Pro software. This intern will also assist with developing the scope and organization of the library along with processing donations of new material. Strong candidates will have an attention to detail and experience with computer programs, fields, and basic library catalogues and organization. Additional experience working with library collections and information science is desired.

DIRECT SUPERVISOR: Education Manager

Responsibilities:

1. Organize and catalogue collection into FileMaker Pro.
2. Import data from existing excel files and/or generate new templates and fields.
3. Assist with ERC tracking and processing of donations.
4. Assist with plans for growth and development of ERC and future uses.
5. Work with Education Manager and other department volunteers to develop ERC procedures and policies.
6. Be on time and prepared for shifts, meetings, and appointments.
7. Demonstrate professionalism and appropriate boundaries in all interactions with employees, students, and outside contacts.
8. Complete all shift responsibilities as required, both on time and accurately.
9. Perform other duties as assigned.

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Printed Name

Signature

Initials

Date Received

Distinguishing Characteristics:

Distinguishing characteristics of an individual for this position include, but are not limited to: possessing solid personal integrity, honesty, and character; a positive attitude; a willingness to assist with various tasks to accomplish department and museum goals; a flexible attitude; the ability to be highly attentive to detail in carrying out assigned duties; and a strong interest collections and information science.

Qualifications:

1. (Required) – Student who is at least 18 years of age.
2. (Required) – The ability to pass ACM's in-depth background investigation including criminal history and personal references.
3. (Required) – Must be able to work for at least 12 **consecutive** weeks.
4. (Required) – Fluent in the use of the English language.
5. (Required) – Strong research and writing/typing skills.
6. (Required) – Intermediate to advance skills in the use of MS Word, Excel, PowerPoint, Outlook, Adobe, Web browsers, and data management software.
7. (Required) – Excellent organization skills including neatness.
8. (Required) – Professional communication and teamwork skills.
9. (Required) – Exceptional character, honesty, integrity, and professional boundaries. Personal conduct which compromises any of these qualities is cause for termination of internship.
10. (Required) – A strong work ethic and positive, solution focused attitude.
11. (Required) – Professional interpersonal skills that include a tactful, gracious and courteous demeanor that facilitates excellence in public relations and employee relations.
12. (Required) – Ability to stand/walk or sit and work on a computer for extended periods of time.
13. (Required) – Ability to lift and move up to 25 pounds frequently.
14. (Preferred) – Experience in library cataloguing and/or information science.
15. (Preferred) – An appreciation of the automobile and its role throughout American Society.