



AMERICA'S CAR MUSEUM

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www.lemaymuseum.org

Intern Position Description

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

Collection Management Assistant Tech

DEPARTMENT: Collections

DRIVING CLASSIFICATION: Valid Driver's License Required

DIRECT SUPERVISOR: Collections Manager

PREFERRED TIME SPAN: 5/1/17 – 9/30/17

FTE STATUS: Flexible, Full-time or Part-time

FLSA STATUS: Temporary Internship

FLSA CLASS: Hourly

COMPENSATION: \$13.00 hour

PREFERRED START DATE: 6/1/17

DURATION: 400 hours

Application instructions at the bottom of the post

General Summary:

LeMay–America's Car Museum has an temporary educational summer internship position available in the Collection Management Department. This position works under the supervision of the Museum's Collections Manager. The internship is designed to accentuate college or trade school education surrounding vehicle preservation and restoration. Throughout the internship, the intern is expected to learn, and/or expand knowledge and skills in vehicle research, assessment, preservation, and presentation within the collection to enhance the "audience experience" while visiting the Museum and at outside events.

Responsibilities:

1. Assists in performing vehicle research, including sourcing supplies and auto parts, and authenticating vehicle background history;
2. Assists in vehicle assessment and research within the established Authenticity Research Program;
3. Assists in the preservation and general maintenance of the museum collection;
4. Assists in the presentation of exhibits, including setup, upkeep, moves, and takedowns;
5. Interacts with museum guests to assist the museum in enhancing guests' experience;
6. Assists other departments in conducting museum activities as needed;
7. Assists in maintaining cleanliness and order within the shop and the collections area;
8. Observes safe shop practices and follows safety rules and regulations;
9. Maintains timeliness by arriving on-time and prepared for all shifts, meetings, and appointments;
10. Demonstrates professionalism and appropriate boundaries in all interactions with employees, volunteers, guests, and outside contacts;
11. Demonstrates a willingness to learn, follow directions, and take instruction for all assignments;
12. Completes all internship responsibilities as required, both on time and accurately;
13. Performs other duties as assigned.

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 the program in various tasks to accomplish department and museum goals; a flexible attitude.

Qualifications:

1. (Required) – At least 18 years of age.
2. (Required) – Actively pursuing (or within the past twelve months completed) a degree or certificate in automotive technologies or a closely related field.
3. (Required) – The ability to pass ACM’s criminal background check process with no felony convictions within the last seven years and no convictions of child abuse and/or crimes involving physical harm to another person, nor being a perpetrator of substantiated child abuse.
4. (Required) – Must be able to work at 24 to 40 hours per week for a maximum of 400 hours
5. (Required) – Must be available for a flexible schedule, some evening and weekends.
6. (Required) – Must possess a valid driver's license, have a safe driving record.
7. (Required) – Must have reliable transportation to and from the Museum.
8. (Required) – Proficient typing and computer skills, including experience in Microsoft Word.
9. (Required) – Understanding of safe practices when using of shop tools and other equipment.
10. (Required) – Professional respect for museum vehicles and artifacts.
11. (Required) – Excellent organization skills including neatness.
12. (Required) – Exceptional character, honesty, integrity, and professional boundaries. Personal conduct which compromises any of these qualities is cause for termination of internship.
13. (Required) – A strong work ethic.
14. (Required) – Professional interpersonal skills that include a tactful, gracious and courteous demeanor that facilitates excellence in public relations, employee relations, and volunteer relations.
15. (Required) – Fluent in the use of the English language and communicate clearly verbally and in written form.
16. (Required) –The ability frequently bend, kneel, twist, manipulate small objects with fingers, hold, grasp, work in tight spaces, visually inspect close and far objects, navigate over uneven terrain and long distances, lift and move up to 30 lbs frequently and up to 50 lbs periodically, and the ability to use mechanical, pneumatic, and power tools if required.
17. (Preferred) – Strong knowledge of automobile history.
18. (Preferred) –A proficiency in the use of computers and the internet.

Working Conditions:

Working conditions include: 1. Exposure to a shop, office, and outside environments – Regularly; 2. Outside work is conducted in varying weather conditions - Regularly; 3. Works in confined spaces at times - Periodically; 4. Works in cramped body positions to perform maintenance and repairs - Periodically; 5. Works in areas with loud noise - Periodically; 6. Exposure to equipment where there is risk of getting burned, bruised, punctured, cut, scraped and electrocuted – Regularly; 7. Contact with oil and petroleum products - Regularly; 8. Exposure to solvents, cleaners, and various other chemicals - Regularly; 9. Exposure to dust, gases and fumes. – Regularly.

Application Instructions:

NOTE: All application materials must be received to be considered for this position.

Submit the following:

1. A cover letter directed toward the internship of interest;
2. An updated resume including education history and at least two references.

Email to: renee.crist@americascarmuseum.org or **Fax To:** Attn: Renee Crist: 253.779.8499