Digital Archives Internship at the Button Museum

www.buttonmuseum.org

Title: Museum Digital Archives Internship (Onsite and/or Remote)

Scope of position:
The Button Museum is looking for students (or graduates) to work with us to develop and expand our Digital Archive. Interns will gain unique and specialized experience researching, describing, digitizing and cataloging our growing collection of historic buttons.

About the Button Museum:
Joel and Christen Carter, co-curators of the Button Museum and avid collectors of historically significant buttons, founded the museum in 2010. The mission of the Button Museum is to show how people commemorate noteworthy times in their lives by creating and collecting wearable mementos. The Button Museum houses over 10,000 buttons that range from an original 1864 Abraham Lincoln campaign pre-button to buttons produced this year. The Button Museum is an institutional member of both the American Alliance of Museums and Illinois Association of Museums and is housed in the Busy Beaver Button Co.'s facilities.

Major responsibilities:
*Perform historical research
*Describe and catalog buttons
*Input data and research into museum database
*Possible help maintaining social media

Onsite interns responsibilities
*Physical description of buttons
*Help with exhibitions, display and physical organization of the buttons
*Help digitize the collection

Minimum qualifications:
*Strong research and writing skills with a strong attention to detail
*Strong organizational skills

Preferred qualifications:
*Pursuing a degree in Library Science, Archives, Public History or a related field
*Experience working with Photoshop to edit images
*Experience with Drupal Content Management System
*Experience cataloging museum objects

Hours required: 5-20 hours a week. Research can be done remotely.

Company name/address:
The Button Museum
3407 W. Armitage Avenue
Chicago IL
www.buttonmuseum.org

To apply for the position please email your resume and cover letter to:
buttonmuseuminternship@gmail.com

The Button Museum is an EOE/M/F/D/V