

Inventory Internship Application

About Us:

The West Des Moines Historical Society (WDMHS) is a non-profit dedicated to community enrichment through education, preservation and celebration of the history and heritage of the Greater West Des Moines area and its environs.

About the Internship:

WDMHS is looking for a candidate to assist with the ongoing inventory at the Jordan House and Bennett School museums. The Inventory Intern will be trained to catalog existing artifacts, update or create inventory forms, photograph artifacts and add items to an online database, using Past Perfect.

The ideal candidate is an individual passionate about history and community preservation, a great verbal and written communicator, and an adaptable self-starter who is reliable, very detail oriented. and self-directed.

Benefits:

- \$1,000 stipend to be paid at completion of internship.
- Gain experience with Past Perfect and cataloging nomenclature.
- Increase knowledge and appreciation of the history of Iowa.
- Receive academic credit (pending your advisor's approval).
- Flexible schedule.

Requirements:

- Interns must commit to 10 hours per week, for minimum of 2.5 months.
- Availability Monday-Friday during daytime work hours.

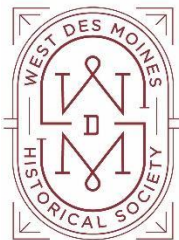
Qualifications:

- College student seeking professional experience and/or academic internship credit.
- Excellent verbal and written communication skills, including strong interpersonal skills.
- Ability to be self-directed and work independently while also working as part of a team.
- Ability to handle multiple tasks, set priorities and deadlines, and maintain accurate records.
- Problem solving skills, including the ability to resolve conflicts and recommend an appropriate course of action.
- Proficiency with Microsoft Office software. Previous experience with Past Perfect not required.

For more information and an application, please visit www.wdmhs.org/internships

Please direct application and inquiries to:

Gale Brubaker
Executive Director
WDMHS
PO Box 65563
West Des Moines, IA 50265
(515) 225-1286/ email: gbrubaker@wdmhs.org



Inventory Internship Application

Personal Information

Name: _____

Address: _____

E-Mail: _____ Phone: _____

Academic Information

College/University: _____ GPA: _____

Year in school: _____ Major(s): _____

Availability

Indicate days and hours available (must be a min. of 10 hrs a week, between 8:00 a.m. – 5:00 p.m. in 2-3-hour increments):

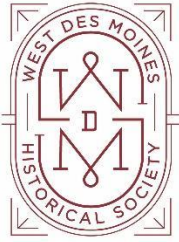
(M) _____ (T) _____ (W) _____ (TH) _____ (F) _____

Preferred start date: _____ Preferred end date _____

Academic Credit

If you intend to receive academic credit for this internship, please provide your advisor's contact information:

Advisor's name: _____ Phone: _____



Inventory Internship Application

Background Information

Please attach a resume or describe your work experience below, including the name of the companies or organizations you've worked for, their address, phone number and type of business, as well as your position and length of service.

1. _____

2. _____

3. _____

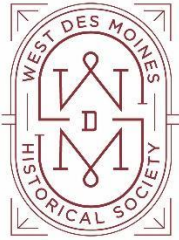
Activities/awards/community service:

Computer skills (please list specific software/programs):

Additional Information

Please describe your career goals:

Why do you want to intern with WDMHS? _____



Inventory Internship Application

What new skills would you like to gain from this internship?

How did you learn about WDMHS? _____

References

Please list name and phone number of two references. Indicate relationship as personal, work or school:

1. Name: _____

Relationship: _____

Phone: _____ E-Mail: _____

2. Name: _____

Relationship: _____

Phone: _____ E-Mail: _____

Please submit this complete application, a cover letter and your current resume to:

Gale Brubaker, Executive Director
West Des Moines Historical Society
PO Box 65563
West Des Moines, IA 50265
515-225-1286
gbrubaker@wdmhs.org