

Curatorial Assistant

May 27, 2024 – August 16, 2024

Project Description

The American Swedish Historical Museum [ASHM] seeks a short-term curatorial assistant to document and catalog objects, photographs, manuscripts, and other materials related to the museum's institutional history. In 2026, the museum will celebrate its 100th Anniversary commemorated by a museum-wide, multi-room exhibition showcasing the events, people, architecture, and objects that tell the story of the museum's past, while actively preserving the museum's legacy within Philadelphia and America. The exhibition will highlight how the museum has and will continue to promote Swedish and Scandinavian heritage in the last century and into the future.

Responsibilities

- Inventory, photograph, and organize objects, images, and ephemera related to the museum's 100 years of history and service to the community
- Organize a list of objects, photographs, and ephemera that may require conservation and identify appropriate conservation studios, workshops, or institutions
- Other duties as assigned that fall within the scope of the position

Education and Experience

- Applicants should be current students or graduates from programs in material culture studies, museum studies, history, archival studies, anthropology, library sciences, or other related fields.
- Experience in cataloging objects, ephemera, manuscripts, and photographs; archival experience a plus
- Must be able to work five days a week for the term of the internship
- Ability to understand the historical context of the museum's collections, archives, and other items related to the institution's history from the early 20th century to today
- Excellent organizational skills
- Systematic and highly detail-oriented
- Experience with Microsoft Office Suite and PastPerfect museum software is preferred but not required

Work Schedule and Compensation

35 hours per week; 8:30 a.m. and 4:00 p.m., Monday – Friday; \$16.00 per hour; Paid biweekly for the duration of the project period

About the Museum

Founded in 1926, the American Swedish Historical Museum in South Philadelphia is the oldest Swedish museum in the United States. 1926 marked the 150th anniversary of the signing of the Declaration of Independence, and Americans from all backgrounds were celebrating their heritage and their contributions to the United States of America.

The American Swedish Historical Museum welcomes all people to explore cultural identity through the story of Scandinavians. The Museum offers a vibrant community dedicated to preserving and interpreting culture through celebrations and exhibitions while providing opportunities to learn, experience, and grow.

The American Swedish Historical Museum is an equal-opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.

To apply for this internship, please send a letter of interest, along with your resume or curriculum vitae to jobs@americanswedish.org with the subject line CURATORIAL INTERNSHIP.

The deadline for submission is May 3, 2024.