Dear Applicant,

Thank you for your interest in an internship with the Oregon Jewish Museum and Center for Holocaust Education. Interns are a critical part of our mission at OJMCHE and allow us to both teach current standards for museum and archives collection care and to benefit from having new eyes and hands on the collection. Internships at OJMCHE are unpaid but may be offered for university credit depending on the policy of your school. Our collections staff work closely with interns, training, monitoring and guiding them throughout the internship.

OJMCHE interns will be offered ongoing training in:
  o archival arrangement and description
  o oral history transcription
  o object handling, storage, and cataloging
  o photographic cataloging

Interns may also be expected to:
  o participate in exhibit research
  o conduct collections research
  o contribute writing for OJMCHE website and social media

OJMCHE interns will be expected to:
  o Submit to a background check
  o Commit for the length of internship
  o Arrive for internship shifts on time and ready to work
  o Participate in self-evaluation and receive feedback from staff
  o Help uphold OJMCHE's values of social justice and critical inquiry

Please submit your completed application by
• emailing to ababbstein@ojmche.org, or
• mailing to the Oregon Jewish Museum and Center for Holocaust Education,
  724 NW Davis Street,
  Portland, OR 97209.

We look forward to receiving your application.

Sincerely,

Alisha Babbstein, archivist
Internship Application

Contact Information

Name: _______________________________________ Phone#: ________________________________

Address: _____________________________________ City, State, Zip: __________________________

Email Address: ____________________________________________________________

Education & Background

Highest Level of Education: ______________________ Completed at: _______________________

Current Employer/School: ____________________________________________________________

Previous Museum/Archives Experience (if any): __________________________________________

______________________________________________________________________________

If not a museum or archival student, what brings you to this internship?: ______________________

______________________________________________________________________________

Reference checks may be conducted as part of the application

Personal: Name: ______________________________________

Phone: __________________________________________

Academic/Professional: Name: __________________________________________

Phone: __________________________________________

Availability
Interns are required to work a minimum of 3 hours and up to 14 hours each week. Please list your general availability between 10am and 3pm on Tuesday, Wednesday, and Thursday below.

Your signature below verifies the information you have included on this application is true to the best of your knowledge.

Signed: __________________________ Date: __________________________