



Hieronymus Mueller Museum

420 West Eldorado Street
Decatur, Illinois 62522
217-423-6161

Paid Internship at Hieronymus Mueller Museum

This internship is ideal for undergraduate and graduate students interested in beginning a career in the field of history museums. Those who have recently graduated or are otherwise interested in the position may also apply.

2025 Paid Collections Internship

Terms of Position: One paid internship for 23 weeks from approximately late May or early June to November. The exact start and end dates will be determined based on the candidate's schedule. Work week is Tuesday – Saturday from 9am to 5pm. The internship is for 874 hours: approximately a 23-week internship with 38-hour work weeks.

Location: Hieronymus Mueller Museum at 420 W. Eldorado Street in Decatur, Illinois. The museum tells the story of Hieronymus Mueller, his family, and the company he founded.

Compensation: \$15.75/hour at 38 hours/week. Housing is not provided, but there are several short-term rental apartment options in Decatur, IL and the surrounding area.

Scope: This internship is best suited for people looking to begin a career working in history museums with a special interest in collections. The intern will gain collections work experience and may also help with other museum and administrative tasks as needed.

Duties include:

Collections: Photograph the collection's 3D objects and upload images to PastPerfect Web Edition. Enter new and expand existing PastPerfect database records on 3D objects and 2D artifacts. Work with the Assistant Museum Director to organize collection space. Assist with other collections management tasks.

Other/Administrative: On an as needed basis, the intern may also help supervise volunteers, staff the front desk, greet visitors, and take admission. The intern may also assist with special events, educational programs, exhibit set-up/removal, light housekeeping/maintenance, or other duties from time to time.

To Apply: Submit a cover letter, resume, professional references, and college transcripts via mail or email to Katherine Unruh at the address below. Unofficial transcripts are acceptable at this time. Top candidate(s) will be asked to supply their official transcripts. If you plan to fulfill a course credit requirement with this internship, please share the requirements in your application. **Deadline is Noon (Central Time) on Friday, March 14, 2025.**

To inquire with questions, contact:

Katherine Unruh
Museum Director
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