



INTERNSHIP DESCRIPTION – FALL 2024

Internship Title: Collection Intern

Internship Department: Collections

Supervisor: Senior Director of Collections, Collections Manager

Objective: The intern will assist with processing botanical specimens in the Academy's herbarium, improving the overall management, oversight, and preservation of these specimens and enabling access for research.

Background: The Chicago Academy of Sciences/Peggy Notebaert Nature Museum's (CAS/PNNM) natural history collections are a library of the natural world, utilized by researchers studying a range of biodiversity topics. The Collections Department is currently undertaking a major project with the herbarium to fully process and catalogue botanical specimens in its backlog. Specimen data and images are made freely available online through our collections management system, Arctos (<http://arctos.database.museum>).

Responsibilities: Under the supervision of Collections staff, the intern will assist with processing botanical specimens into the herbarium, with a focus on scanning specimens, updating catalogue records in Arctos, and collection reorganization. Other duties may include preservation repairs to herbarium specimens, cataloguing, or documentation research. The intern will complete one blog post about their internship experience to share with museum audiences through CAS/PNNM's website.

Final Product(s): By the end of the internship, the intern will have processed and integrated botanical specimens in the herbarium and completed one blog post.

Qualifications: The applicant should have some knowledge or experience in the natural sciences. They must have computer proficiency and be comfortable learning more complex computer software systems; the internship requires using a complex database system and scanning software for which training will be provided. Manual dexterity to handle fragile botanical specimens is necessary. The intern must be self-motivated, detail oriented, have strong organizational skills, and able to follow directions.

Desired Majors: Preference will be given to those with a background in museum studies and/or the environmental sciences.

Learning Potential: This internship will provide hands-on experience working with physical botanical specimens and a dynamic collections management database, along with building greater understanding of the importance of scientific collections in biodiversity research.

Compensation: Unpaid through CAS/PNNM; this internship qualifies for the Loyola IES Internship Program.

Time Commitment (include hours and weekdays or weekends): Internship term is fall semester 2024 with a maximum of 140 hours, to meet requirements with the Loyola IES Internship Program. Work will be conducted at CAS/PNNM's off-site Ravenswood Collections Facility, located at 4001 N Ravenswood Avenue. Office hours at the collections facility are Tuesday, Wednesday, Friday, and Saturday, 9am – 5pm. The intern's schedule will be coordinated with Collections staff.

To Apply: Submit your resume and cover letter in PDF format to the Loyola IES Internship Program.