

## **Minnesota Transportation Museum (MTM)**

### **Archival Internship Description**

The Minnesota Transportation Museum (MTM) is dedicated to preserving, interpreting, and sharing the history of transportation in the Upper Midwest. Through exhibitions, public programs, and stewardship of its collections, MTM fosters a deeper understanding of how transportation has shaped communities, industries, and everyday life.

MTM is currently transitioning to a new collections management system and seeks an Archival Intern to assist with the organization, documentation, and digitization of its railroad history collections.

### **Position Details**

- **Status:** In-person
- **Schedule:** Part-time (4–8 hours per week)
- **Duration:** 10–12 weeks (offered each semester)
- **Compensation:** Unpaid

### **Responsibilities**

The Archival Intern will:

- Assist with the survey, assessment, and organization of archival materials, including documents, photographs, and artifacts
- Digitize collection materials through scanning and photography following museum standards
- Enter and update records in the museum's collections management system
- Support ongoing efforts to improve access to and intellectual control of the collection
- Handle archival materials in accordance with preservation best practices

### **Learning Outcomes**

Through this internship, the intern will:

- Gain hands-on experience with archival processing and collections management
- Develop skills in digitization, metadata creation, and digital asset organization
- Learn current standards and best practices in archival description and preservation

- Understand how archival collections support exhibitions, research, and public programming
- Build foundational experience for careers in museums, archives, and public history

### **Qualifications**

Ideal candidates will demonstrate:

- Interest in museums, archives, public history, or a related field
- Familiarity with or interest in transportation history, especially railroads
- Strong research and organizational skills
- Attention to detail and ability to work independently
- Effective written communication skills

### **Eligibility**

This internship is designed to provide introductory to intermediate experience in archives and museum work. Applicants may include community college students, undergraduate and graduate students, recent graduates, career changers, and others seeking experience in the field. One intern will be selected per term.