



MUSEUM OF EARLY TRADES & CRAFTS

## **Inventory and Re-Housing Project at the Museum of Early Trades & Crafts (METC)**

**[www.metc.org](http://www.metc.org)**

### **About METC**

METC is a New Jersey history museum founded in 1969. Our mission is to inspire a connection with New Jersey's history, culture, trades, and crafts. We are an inclusive and collaborative organization where all feel welcome. We uphold the highest standards in museum practice with a professional staff, creating experiences and shared stories of the past to help visitors discover our collective history and culture. METC maintains a collection of over 8,900 18<sup>th</sup> and 19<sup>th</sup>-century artifacts to communicate these stories.

### **Project Background**

The museum is embarking on a multi-year project for the design of a state-of-the-art viewable storage facility. The goal of this project is to create one accessible space where all artifacts will be housed in the same facility and monitored under high-level temperature and humidity systems. In the preparation of this new space, METC has moved artifacts to offsite storage. In partnership with the Curator of Collections & Exhibits, the intern will assist in the continuation of the museum's comprehensive collection inventory project of its 8,900+ artifacts housed in our offsite storage and onsite at METC. The majority of this internship will take place at the museum's offsite storage unit in Chatham, NJ. The collection housed there includes textiles, works on paper, archival documents, and a variety of other artifacts.

### **Scope of Internship**

METC seeks an intern to assist in the above project. This project is ongoing, and internships will be available each semester. Students will work with the Curator of Collections & Exhibits and additional METC staff to conduct collection-wide inventories of artifacts housed offsite and onsite at METC in part of the comprehensive inventory. The internship will involve object handling, condition reporting, object re-housing, and data entry elements. Interns will need to be comfortable lifting objects on shelving units or boxes up to 35 lbs.

### **Hours & Travel**

Ideally, this student would work with METC staff 2-3 days a week for a maximum of 6 hours a day. This internship must be part of the student's coursework and approved by the student's department head or advisor. Students will need to possess their own car or have other means of transportation to and from the museum locations. The Museum is located just a few blocks from the Madison stop on the Morris & Essex NJ Transit Line.

### **To Apply**

Please send a letter of inquiry and resume to [operations@metc.org](mailto:operations@metc.org) and [curator@metc.org](mailto:curator@metc.org).

*METC follows all CDC guidelines regarding COVID-19. It is METC policy that all staff, interns, and volunteers are vaccinated against COVID-19. Students should be prepared to wear masks while working in the same spaces as others and follow the procedures. Training and policies will be given prior to beginning an internship.*