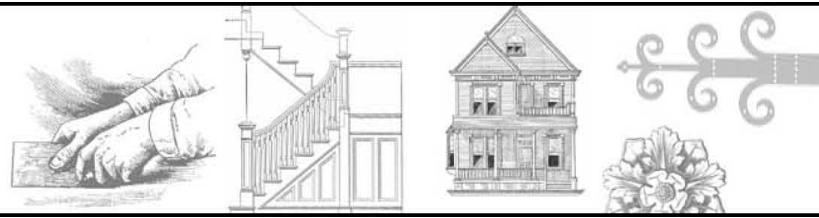




Architectural Heritage Center

701 SE Grand Avenue
Portland, OR 97214
503 231-7264
503 231-7311 fax
www.VisitAHC.org



Student Internships Library/Archival Museum Collections Work

The Bosco-Milligan Foundation offers quarterly internships open to students and recent graduates. We are a Portland based non-profit resource center for historic preservation.

Learning opportunities and possible projects include:

- Library, Archive, Museum Collections Processing assistance and organization
- Library Cataloging
- General office assistance and research as needed
- Attend Education programs

Compensation: This is a **non-paid** internship. Internships can be completed for academic credit. Students seeking professional work experience with no academic credit may also apply.

Work Schedule: Hours are flexible and based on the credit hour requirements of the individual academic program, but are agreed upon prior to the start of the internship. Students typically work 8-16 hours a week.

General Requirements: Qualified Candidates will be well organized, willing to work in a warehouse and/or storage room environment, attentive to detail, have strong written and verbal communication skills, be a creative thinker, and able to work independently and as a team player.

Job Specific Requirements: Familiarity with museum standards and practices is very helpful as is experience with Past Perfect Museum Software or other collections related databases. Working knowledge of Microsoft Office programs is expected. Interest in historic preservation is desirable.

All interested and qualified students and recent graduates are encouraged to apply.

About The Architectural Heritage Center: Students may learn more about us on our website (www.visitahc.org). Owned and operated by the Bosco-Milligan Foundation, The AHC hosts dozens of programs, workshops, and exhibits each year, helping people APPRECIATE, RESTORE, and MAINTAIN vintage homes, buildings, and neighborhoods. We are also caretakers of one of the largest collections of architectural artifacts in the United States.

To Apply: Resumes and cover letters should be sent to Val Ballestrem via email at Val.Ballestrem@VisitAHC.org. Resumes are accepted on an on-going basis. Qualified candidates will be contacted to schedule an in-person or telephone interview. Resumes received after current positions are filled will be kept on file for the following term.