

# American Truck Historical Society

[www.aths.org](http://www.aths.org)

<https://twitter.com/HistoricalTruck>

<https://www.facebook.com/zoejamesmemoriallibrary>

## **Position Description: Collections Intern**

The American Truck Historical Society is looking for interns to assist in the cataloging and organization of the ATHS collection. As necessary, the Collections Intern will support ATHS with other projects.

## **Position Responsibilities:**

- Enter accession and donor information for objects in the collection not already entered into the museum's collections management software *PastPerfect*
- Update old records already in *PastPerfect*
- Correlate all items with correct paper and database files. If these files do not already exist, create said file
- Ensure all objects are properly marked with old and new accession numbers

## **Position Requirements:**

Intended graduation with a focus in Museum Studies, History, or related field; strong attention to detail; excellent written and oral communication skills; and ability to work well alone and in a group.

Interested students should reach out to Courtney Dery ([courtney@aths.org](mailto:courtney@aths.org)), ATHS Library Director, for more information. Graduate students are preferred, but qualified undergraduates will be considered. Students interested in applying should send a cover letter and resume to:

American Truck Historical Society  
C/O Courtney Cesar-Dery, Library Director  
10380 N. Ambassador Dr., Suite 101  
Kansas City, MO 64153