

## THE HENRY FORD – SIMMONS INTERNSHIP

### POSITION MANAGEMENT GUIDE

**TITLE:** Conservation Intern  
**TEAM:** Conservation  
**UNIT:** Historical Resources  
**DATE:** December, 2009

---

#### SUMMARY OF PURPOSE:

The Intern will perform examination, research and testing for conservation treatments on a selection of vehicles for the upcoming re-installation of the Automobile in American Life exhibition at Henry Ford Museum. The Exhibition is scheduled to open in the summer of 2011.

The collections that the Intern will focus on are some of our highest priority conservation challenges, including horse drawn vehicles and automobiles.

#### ESSENTIAL FUNCTIONS:

##### *Research and documentation:*

Projects will range from issues related to pest eradication, treatment of original paint, wool and leather upholstery and metal care. In-depth research will be required to determine original components that may be missing or older restorations that may have inappropriately altered key components.

- Contributes to the establishment of departmental procedures and practices.
- Knows and applies relevant professional standards and guidelines
- Organizes work in a clear, logical manner.

##### *Treatment:*

1. Performs work on collections to high professional standards. Maintains project records accurately and consistently.
2. Remains current in conservation theory and practice, including documentation and treatment methods.

#### MINIMUM REQUIREMENTS:

Currently enrolled in a program of conservation or historic preservation leading to a master's degree. Experience with treatment of objects. Knowledge of standard collections handling and care. Must be proficient with Microsoft Word, and familiar with collections management database systems. Must communicate effectively with staff; must write clearly, concisely, and accurately.

#### SPECIAL SKILLS:

Candidates with an expressed inclination to focus on the conservation of Industrial and Transportation Collections are preferred, but this placement will expose any Objects Specialist to a wide-range of conservation challenges on composite objects.

Candidate should be a self starter and self-directed, but able to work in a team environment. Must have good communication skills and thrive in an active, dynamic work environment. Storage areas may be dusty and contain some mold.

**PHYSICAL / MENTAL / ENVIRONMENTAL:**

PHYSICAL:   Sitting                               20%  
              Standing/Walking               80%  
              Lifting                               Occasional to frequent lifting up to 40 lbs. Occasional  
assistance moving large collection items.  
              Manual Dexterity               Capable of safely handling fragile collection materials,  
              Vision:                               Normal.

MENTAL:     Accuracy; attention to detail; analytical; interpretive; good at problem solving.  
Able to analyze and summarize information, draw conclusions, and effectively  
communicate those conclusions. Excellent interpersonal and communication  
skills. Ability to remain aware of long-term goals while producing immediate  
solutions.

ENVIRONMENTAL:   Primarily indoor environment, sometime work in offsite storage facility.  
Frequent exposure to dust and mold.