

ABOUT US

The **Robert R. McCormick Foundation** is dedicated to fostering communities of educated, informed, and engaged citizens. Through philanthropic grant-making and Cantigny Park, the Foundation works to make life better in Chicagoland. The McCormick Foundation, among the nation's largest foundations with more than \$1.5 billion in assets, was established in 1955 upon the death of Col. Robert R. McCormick, the longtime editor and publisher of the Chicago Tribune. The Foundation awards about \$55 million a year across five grantmaking program areas.

Cantigny Park, part of the Robert R. McCormick Foundation, is the 500-acre Wheaton estate of Robert R. McCormick. It is home to the McCormick House, First Division Museum, formal gardens, picnic grounds, walking trails and a Visitors Center with banquet and dining facilities.

Find out more at
mccormickfoundation.org

EXHIBITS INTERN, FIRST DIVISION MUSEUM

About the First Division Museum

The First Division Museum is a world class museum dedicated to American military history and specifically the history of the Big Red One, the famed 1st Infantry Division of the U.S. Army. Located on the grounds of Cantigny Park in Wheaton, Illinois, our 38,000 square-foot facility includes 10,000 square feet of interactive and experiential exhibits. The museum has a wide variety of exhibits including life-size dioramas, Virtual Reality, and tanks found in the outdoor military park. The McCormick Research Center, located in the First Division Museum, is home to thousands of books, donated papers, photographs, and oral histories that tell the story of the 1ID.

Opportunity: Exhibits Intern

The First Division Museum offers a structured, formal internship program that provides exposure to specific departmental activities and museum-wide initiatives. This is an exciting opportunity to gain hands-on experience in museum exhibitions including artifact handling and care, display research and labeling, pop-up exhibit projects, and multi-media gallery updates. We do our best to offer an experience that matches the interests of our interns with the priorities of our team at the museum. Each intern is given a thorough orientation, syllabus, is well supervised, and evaluations are completed by both the student and the supervisor at completion, ensuring a strong learning experience. Our past interns have a strong track record of moving on to successful careers. Ideal candidates have a strong interest in preservation, collections and exhibits, museum studies and operations more broadly, and/or military history. This is a part-time position (approx. 24 hours/week) for four months from May through August 2020 that reports to the Exhibits and Collections Processing Technician.

Responsibilities

- **Artifact Rotations:** Assist with rotating artifacts in the permanent exhibitions. This includes selecting appropriate replacement artifacts, conducting object research, writing label text, locating photos, and working with the collections team on potential graphic and artifact layouts and mounts.
- **Graphic Updates:** Assist with updating artifact labels and exhibition interpretation graphics. This includes conducting research, writing text, locating photos, and working with the collections team on graphic design and layout.
- **Anniversary Pop-up Exhibitions/Temporary Displays:** Assist with the development and installation of temporary displays. There are three important anniversaries in 2020: the 75th anniversary of VE Day on May 8th, 1945, the 50th anniversary of the 1st Infantry Division returning from

OUR VALUES

We act with
INTEGRITY and **HUMILITY**
in all that we do.

We embrace **DIVERSITY** and
INCLUSION and work to create
EQUITABLE OPPORTUNITIES
for all.

We champion **INDIVIDUAL**
RIGHTS and **RESPONSIBILITIES**
by promoting effective
participation in civic life.

We embody a **COMMITMENT**
TO SERVICE and **EFFECTIVELY**
STEWARD the resources and
work
entrusted to us.

We strive for **GREATER**
IMPACT through
COLLABORATION.

We believe in **INNOVATION**
and **CHANGE** through a
COMMITMENT TO LEARNING.

*The Robert R. McCormick
Foundation and Cantigny Park
provide equal employment
opportunity (EEO) to all persons
regardless of age, color, national
origin, citizenship status,
individuals with disabilities, race,
religion, creed, gender, sex, sexual
orientation, gender identity
and/or expression, genetic
information, marital and housing
status.*

Find out more at cantigny.org

Vietnam, and the Centennial of the passage of the 19th Amendment. To commemorate these important events we are planning special pop-up exhibitions and temporary displays. This includes conducting research, writing text, locating photos, working with the collections team on graphic design and layout, and final install.

- **Duty First Exhibition Updates:** Assist with Duty First gallery updates. The Duty First gallery tracks the 1st Infantry Division's history from post-Vietnam to yesterday. The use of technology and multi-media allow the gallery to be updated quickly and easily. This includes editing content and uploading text and photos to the various exhibit displays.
- **Gallery Maintenance:** Assist with maintaining the gallery and ensuring the displays and equipment are in good, working order.

Qualifications

- Currently enrolled in an accredited undergraduate or graduate degree program (graduate students preferred)
- Some experience in and knowledge of exhibition development, design, or fabrication
- Some experience with conducting historical and archival research
- Some experience in and knowledge of museum collections (management, care, and artifact handling)
- Comfort with subject matter that can be challenging and at times disturbing as it deals with war and its consequences
- Efficient and effective multi-tasking and time management skills
- Detail-oriented, inquisitive, and thoughtful
- Team player, with the ability to work independently when needed
- Demonstrated passion for the Foundation's values with commitment to deliver results measured against the Foundation's mission
- Outstanding interpersonal skills and experience building relationships with multiple stakeholders by listening to new ideas, encouraging dialogue, and inspiring people to work towards common goals
- Excellent writing and presentation skills, particularly in communication with diverse constituencies in a variety of settings
- Basic computer skills including use of Microsoft Office Suite
- All offers are contingent upon successful completion of a criminal background check and drug screening

Required Application Materials: submit online [here](#).

- **Resume:** 1-2 pages max.
- **Cover Letter**
- **Writing Sample:** Any length that highlights the applicant's research and writing skills.