

## 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](http://mccormickfoundation.org)

## REGISTRARIAL ASSISTANT, 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: Registrarial Assistant (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 caring for a museum collection, including database management and maintenance, artifact handling and photography, and storage planning. 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 helping the Registrar capture as much information on artifacts being accessioned into the collection. This is a part-time internship (approx. 24 hours/week) for four months from May through August 2020 that reports to the Museum Registrar.

### *Responsibilities*

- Creating, updating, and maintaining data for the museum's roughly 13,000 artifacts in the permanent collection (PastPerfect database)
- Photography of artifacts
- Storage label and mount-making
- Supporting the Registrar in the accessioning of larger collections and/or donations
- Supporting other Collections Department Staff, as needed

### *Qualifications*

- Currently enrolled in an accredited undergraduate or graduate degree program (graduate students preferred)
- Some experience with conducting historical and archival research

## 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](http://cantigny.org)

- 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

**To apply:** submit a resume and cover letter online [here](#).