



Curatorial Internship Archives Special Project 2021

Direct Supervisor: Curator & Museum Manager

Schedule: Flexible

Status: Unpaid internship

Description:

The Curatorial Intern's work will consist of surveying and inventorying Castle in the Clouds' research files and archives and compiling a searchable database of the Castle's documents. The inventorying process will include surveying paper files, summarizing content by topic, identifying key words and phrases, and preparing a finding aid for staff and outside researchers. The Curatorial Intern may also conduct oral histories with key stakeholders to gain an understanding of research conducted and presentations prepared by board members and committee members since the inception of the Castle Preservation Society. The Curatorial Intern will gain experience in research, collections management, and oral history while providing direct support toward Castle in the Clouds' mission.

Primary Responsibilities:

- Survey and inventory paper research files and archival materials.
- Organize and rehouse materials as needed.
- Digitize research files.
- Create a searchable finding aid for research files using key words.
- Conduct oral histories with key stakeholders.
- Prepare written summaries by topic and present findings to the Curator.

Qualifications:

The ideal candidate has a strong interest in 20th century history or museum studies, and is a self-motivated student with research and/or archival experience. Applicants should be organized, detail-oriented, and possess strong writing skills. Ability to work independently is a necessity. Basic photography skills and a familiarity with MS Word and Excel required; experience with PastPerfect preferred. Applicants should be aware that the Archives Special Project Internship is an unpaid, volunteer position.

About Castle in the Clouds, Historic Lucknow

Castle in the Clouds, originally known as the Lucknow Estate, is the 1914 mountaintop country estate of Thomas Plant, who made his fortune in the shoe industry, and settled here in retirement with his wife Olive. When first constructed, the 6,300 acre estate included a 16-room mansion, stable and six car garage, two gate houses, a glass greenhouse, 18-hole golf course, tennis court, lake, and 45 miles of carriage and bridle trails. Today, the Plants' Arts and Crafts style mansion – retaining many of its original furnishings – is an historic house museum accessible to the public through self-guided tours. Visitors to Castle in the Clouds can also visit the original stables (the Carriage House), travel up the original scenic drive to visit the Falls of Song, or hike in the surrounding mountains on trails maintained by the Lakes Region Conservation Trust. The mission of the Castle Preservation society is to preserve, interpret, and share the historic buildings and landscape as a cultural resource for the benefit of the public.

For consideration, please send a cover letter (detailing scholarly and career interests), resume or CV, and a letter of reference from an academic or professional supervisor to Robin Sherman, Curator/Museum Manager:

Email: Curator@castleinthecLOUDS.org

Mail: P.O. Box 687, Moultonborough, NH 03254