



Position Title: Collections Management Intern
Supervisor: Curator
Department: Curatorial
Internship Offered: Summer 2020
Status: Unpaid Internship

Position Overview: The Collections Management Intern will be expected to assist the Curatorial Department with a variety of collections-based tasks that involve managing and caring for the Museum's permanent collection. Interns will receive training in object-handling and will learn skills in the areas of conservation, collections management, and registration. The commitment is from June-August 2020 as part of the Summer 2020 Museum Practice Program.

Responsibilities:

- Condition reporting
- Inventorying specific collections and amending location information
- Create mounts and re-house objects, as needed
- Assisting in documenting and photographing objects for Fall 2020 exhibition
- Cataloguing objects from our permanent collections which includes: works on paper, furniture, ceramics, paintings, textiles, and archival material
- Monitoring and recording of environmental conditions in collections storage

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Excellent written and oral communication skills
- Strong organizational and archival skills
- Attention to detail and ability to be flexible
- Proficiency with Windows and Microsoft office software
- Ability to work independently
- Ability to manage multiple assignments and priorities, along with a professional attitude and demeanor

Preferred Qualifications:

- Knowledge of archival principles and practices or experience handling museum objects that are fragile and irreplaceable
- Strong background in History, Museum Studies, Library Science, Studio Art, or related field
- Previous experience working in an archive, library, historical society, gallery, or museum