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