



Position Title: Collections Management Internship

Supervisor: Curator

Department: Curatorial

Internship Offered: Fall 2020

Status: Unpaid Internship; Remote Work Possible

Position Overview: The Collections Management Intern will be expected to assist the Curatorial Department with a variety of collections-based tasks that involve managing, documenting, and rehousing the Museum's permanent collection.

Responsibilities:

- Update database (PastPerfect) and perform data entry
- Assist in condition reporting, when possible
- Conduct object based research, as needed and assigned
- Assist in rehousing of sections of the Museum's natural history collection

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduates may apply)
- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- 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