



Position Title: Collections Management Intern

Supervisor: Curator

Department: Curatorial

Internship Offered: Summer 2021

Status: Unpaid Internship; Remote Work

Position Overview: The Collections Management & Digitization Intern will assist the Curatorial Department with digitizing the Everhart's permanent collection and museum records. This internship will provide students interested in library, archives, or museum careers an opportunity to get hands-on experience in digitization and database management. The commitment is from June 21, 2021 to August 14, 2021 as part of the Summer 2021 Museum Practice Program.

Responsibilities:

- Update database (PastPerfect) and perform data entry
- Processing and uploading new/existing photography to Museum's shared drive and collection database (PastPerfect)
- Processing and uploading object files and other documents to Museum's shared drive and collection database (PastPerfect)
- Complete audits of scanned images and file documents
- *Additional Responsibilities (pending conditions):*
 - Assist in rehousing physical object files and other archival material
 - Object Photography
 - Scanning object files

Qualifications:

- Enrolled in an undergraduate or graduate program (Recent graduates may)
- Attention to detail and ability to be flexible
- Proficiency with Google Drive and Microsoft Office Suite
- Ability to work independently
- Ability to manage multiple assignments and priorities, along with a professional attitude and demeanor
- Interested in working on project(s) that will require troubleshooting and problem solving

Preferred Qualifications:

Experience within collection databases; experience with PastPerfect a plus