

Internship

The Grace Museum



Title: Collections Management Intern

Supervisor: Registrar, Preparator/Associate Registrar

Department: Curatorial

Date Posted: November 1, 2011

Closing Date: November 30, 2011

Duration: 14 weeks, January - May 2012

Time: Monday - Friday; flexible hours between 9 a.m. and 5 p.m. (minimum 10 hours per week)

Compensation: unpaid; The Grace Museum will work with the intern's university if course credit is desired

Description

The Collections Management Intern will assist the Registrar and Preparator/Associate Registrar with the following tasks:

- Processing and cataloguing new acquisitions and loans, including the Alice and Bill Wright Photography Collection
- Adding and updating catalog entries in the Past Perfect database
- Assisting with inventory of permanent collection
- Assisting with the packing/unpacking of objects
- Taking documentary digital photographs of objects
- Updating facilities report, including entering environmental readings
- Other tasks as assigned
- If time and interest permits, short-term, independent research projects related to the collection can be designed

Education

Must be a currently enrolled junior, senior or graduate student or recent Bachelor's or Master's graduate in art, art history, history, material culture, museum studies, or related field.

Experience/Skills

- Good organizational skills and an attention to detail are required
- Ability to express ideas orally and in writing
- Proficiency in Microsoft Office required; experience with databases preferred
- Ability to work independently or with a group
- Ability to lift 30 lbs

How to Apply

Send a cover letter indicating interest in the position and availability, a current résumé, and three academic references to Heather Coffman, Registrar, at collections@thegracemuseum.org.