Samuel P. Harn Museum of Art
Intern Project Description Form

Staff Contact name: Elizabeth King and Jessica Uelsmann
Departments: Education and Registration
Title of Internship: Education Collection Registration Intern

Brief Description of Internship: This intern will work with the Registration and Education departments on the proper storage and care of the hands-on education collection, which includes art objects from throughout Asia, Africa and South America. The intern will:
   • Build custom boxes, stands and jewelry cases for education collection objects
   • Re-house and label education collection objects according to best practices and materials
   • Organize and edit object information for update in The Museum System database (TMS)
As time permits, the intern will also
   • Re-number education collection objects
   • Write condition reports on education collection objects
   • Process and determine proper storage for new acquisitions
   • Other duties as assigned

On a continuing basis, Harn staff strive to keep the objects and object records in the permanent collection housed in the safest manner possible. This intern will support implementing best practices in the care of the education collection, ensuring these objects are accessible for hands-on exploration for years to come. This internship may continue during the spring semester, depending on the availability of the intern and needs of the departments.

Hours per week: 10 (must be available during museum office hours: M – F, 8am – 5pm)

Qualifications Needed:
   • Coursework or experience in art, art history, museum studies or anthropology.
   • Highly motivated and organized.
   • Professional correspondence and strong verbal and written communication skills appropriate in representing the museum.
   • Creative problem solving.
   • Research skills.
   • Knowledge of museum registration practices a plus.
   • Professional attire and appearance, dependable and punctual.

Learning Objectives for the Intern (what will the student learn from this experience?):
   • Will learn proper storage methods for various art objects
   • Will learn to accurately create and access database records in TMS, thereby ensuring consistency throughout the system.
   • Will strengthen skills of proper and accurate documentation according to standard museum registrarial/archival methods for paper and digital files.