

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Jessica Uelsmann

Title of Internship: General Registration Internship

Department: Registration

Brief Description of Internship: Intern will work closely with registrars on daily tasks and duties to provide an overall experience of the running of the department and its function within the Museum. Intern may be assigned a specific project based on the needs of the department. Fall 2017: Assist Senior Registrar with Contemporary Collection Inventory; assist Registrar of Exhibitions and Loans with aspects of current and upcoming exhibition projects; assist with general office operations.

ONGOING Intern Project – offered every term. Internship may be held for one or two semesters, based on availability of the intern and needs of the department.

Hours per week: 10 hours/week

Specific Duties:

- Learn collection inventory methods, assist with physical inventory, enter location information in TMS, assist with object reconciliation
- Data management such as filing and The Museum System (TMS) database entry
- Will learn and assist with object condition reporting
- Will shadow registrars on daily duties and assist as needed

Qualifications needed:

- Available 10 hrs/week, during museum operating hours M-F, 8am-12, 1-5pm
- Excellent communication skills
- Detail oriented and ability to work independently
- Proficiency with computers and digital cameras

Learning Objectives for the Intern:

- Gain professional experience in museum practices and an understanding of the role of museum registration and how it fits within larger goals of the museum
- Learn about the best practices and policies guiding art museums' registration departments
- Gain exposure to various aspects of exhibition planning and implementation.
- By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.