

# 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 work on the following duties as necessary:

**Summer 2018:** Assist Senior Registrar with collection inventory of Modern Collection, and with copyright research; assist Registrar of Exhibitions and Loans with aspects of current and upcoming exhibition projects; assist with general office operations; assist preparator with gallery preparation.

**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 (what will the student learn from this experience?):

- 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.