

# Samuel P. Harn Museum of Art Intern Project Description Form

**Staff contact name:** Jessica Uelsmann

**Department:** Registration

**Title of Internship:** Naturalist Prints Project

## **Brief Description of Internship:**

Under supervision of the senior registrar, Intern will work specifically with the Harn Museum's naturalist prints collection to fully inventory, catalogue, document, assess condition and research improved storage methods. Intern may also be asked to assist with other general registration duties as time allows.

**Hours per week:** 10 hours/week

## **Specific Duties:**

- **Inventory collection:** Work with TMS to create an inventory report; physically inventory individual objects; update TMS as needed.
- **Catalogue collection:** update database and files with correct object information, such as dimensions, artist information, additional components, etc.
- **Document:** Photograph objects and components, add to database and files.
- **Assess condition:** thoroughly analyze prints and components for stability.
- **Research improved storage methods:** With given information about the collection, utilize online resources to suggest appropriate storage. If time allows, may assist with rehousing.

## **Qualifications needed:**

- Because this project will involve handling permanent collection objects and other high-level responsibilities, the appropriate intern will be selected by interview.
- 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 cataloguing and housing processes of permanent collection objects.
- Learn about the best practices and policies guiding art museums' registration departments.
- By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.