

# Samuel P. Harn Museum of Art

## Internship Project

**Title of Internship:** Registration Cataloging Internship

**Staff Supervisor:** Jessica Uelsmann

**Department:** Registration

**Duration:** Fall Semester 2024 | Hours per week: 10

**Timeline:** Flexible between 9am- 5pm, Monday- Friday

**Brief Description of the Internship:** The intern will assist the Registrars in evaluating and editing information on the Harn collection in the museum management system (The Museum System or TMS). Tasks will primarily involve updating information to meet the standards in our newly updated TMS Manual. Interns may also be asked to assist in other database management tasks as needed.

**Qualifications Needed:**

- Available 10 hrs/week, during museum operating hours M-F, 9 am -12 pm, 1 -5pm
- Excellent communication skills.
- Detail oriented and ability to work independently, yet also willing to ask questions when guidance is needed.
- Proficiency with computers

**Objectives for the Intern:**

- Develop research, communication, and organizational skills.
- Gain in-depth knowledge of data management methods for museums
- Gain professional career-building experience to help the intern in school and the workplace.