

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Jessica Uelsmann, Senior Registrar

Title of Internship: General Registration Internship, Inventory

Department: Registration; Supervisor: Jess Uelsmann

Brief Description of Internship:

Intern will work closely with Registrar to inventory a portion of the permanent collection. This will involve data management, physical collections management, and daily problem solving skills.

Specific Duties:

- Produce report with TMS database to assist with inventory
- Compare inventory report to physical collection
- Reconcile data and collection information
- Will shadow registrars on daily duties and assist as needed

Hours per week: 10 hours/week

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

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
- By end of semester, will have proficiency with The Museum System (TMS), a premier museum database.