

Samuel P. Harn Museum of Art

Intern Project Description

Staff Contact Name: Jessica Uelsmann, Senior Registrar

Title of Internship: General Registration Internship

Department: Registration; Supervisor: Liz Rodgers, Registrar for Exhibitions and Loans

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 will work one on one with registrars to assist with various projects as needed, such as preparation and planning for exhibitions, data organization and input into premier database system TMS Collections, assistance with digitization project.

Specific Duties:

- 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

Hours per week: 10 hours/week

Qualifications needed:

- Available 10 hrs/week, during museum operating hours M-F, 8 am -12 pm, 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.