

# Samuel P. Harn Museum of Art

## Intern Project Description Form

**Staff contact name:** Jessica Uelsmann

**Title of Internship:** Introduction to Collections Management and Exhibitions

**Department:** Registration

**Brief Description of Internship:** Intern will work closely with registrars on daily tasks and duties to provide an overall experience of the department and its function within the Museum. Interns will be introduced to using collections management software, performing condition reports on objects, record-keeping, exhibition planning and other projects as needed and in accordance with the intern's interests. Although the intern will not be able to handle art, they will have the opportunity to observe art installations and assist in other ways,

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

### Specific Duties:

- Enter location information in TMS, assist with object reconciliation
- Data management such as filing and The Museum System (TMS) database entry
- Learn and assist with object condition reporting
- Shadow registrars on daily duties and assist as needed

### Qualifications needed:

- Available 10 hrs/week, during museum operating hours M-F, 8:30am-12, 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.
- Preferred student in Museum Studies or other area of graduate studies

### 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 familiarity with The Museum System (TMS), a leading museum database.