

Samuel P. Harn Museum of Art

Intern Project Description Form

Staff contact name: Jessica Uelsmann

Title of Internship: Cataloging and Database Intern

Department: Registration

Award: Supported by the Dixie Neilson Museum Studies Registration Internship, awarded to graduate students earning Master of Arts degrees or certificates in Museum Studies both at the University of Florida and other institutions, and to undergraduate students with a demonstrated interest in museum careers. This internship position comes with a \$2500 stipend. This scholarship/award may impact your financial aid. Contact the financial aid office to determine any such impact, as award money will disburse directly to UF's Office for Student Financial Affairs. You can visit their office in Criser Hall or call 352.392.1275.

Brief Description of Internship: The intern will work with the Senior Registrar and Assistant Registrar in developing new cataloging guidelines for the department. This may include researching cataloging standards from other institutions, consulting with Harn curators and educators, and evaluating past cataloging practices at the Museum. By end of the semester, intern will have produced a draft cataloging standards manual for the museum and will have extensive experience with TMS Collections, a web-based collection management system from Gallery Systems.

Hours per week: 8- 10 hours, M-F, 8:30 am- 4:30 pm, excluding 12-1pm

Qualifications needed:

- Research cataloging standards from other institutions
- Research cataloging tools used in the museum field.
- Learn TMS Collections.
- Consulting with Harn curators and educators.
- With assistance, produce new cataloging standards for department.

Specific Duties:

- Excellent communication skills.
- Detail oriented and well organized
- 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 the larger goals of the museum.
- Learn about cataloging standards and tools.
- Will attain a high level of experience with TMS Collections.