

Title of Internship: Data Management Internship

Staff Supervisor: Jessica Uelsmann

Department: Registration

Duration: Summer 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 managing information retained by The Museum System (TMS), the museum's database system. Tasks will primarily involve updating information as identified in recently updated TMS Manual. Intern may also be asked to assist Registrars with acquisition of Non-Exclusive Copyright Permission for contemporary artworks in the collection.

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.