**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.