

Samuel P. Harn Museum of Art Intern Project Description

Title of Internship: Collections Data Management Internship

Staff Supervisor: Beth Hinrichs

Department: Registration

Duration: Fall Semester 2026 | **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 in TMS, uploading images, and adding alt text. Depending on rollout timing, the intern may also assist with the new Digital Asset Management system.

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.