

## **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. When not working on inventory, intern will assist with independent work to further catalogue the collection.

### **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.
- By end of semester, will learn information management systems used by registration department.