

Title of Internship: Collections Data Management Internship

Staff Supervisor: Beth Hinrichs

Department: Registration

Duration: Spring Semester 2027 | **Hours per week:** 10

Timeline: Flexible between 9am- 5pm, Monday- Friday

Brief Description of the Internship: The intern will assist the Registrar and Database Coordinator 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. The intern will also assist with the new Digital Asset Management system, a repository of shared image and video assets across departments.

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.

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.