

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 on TBD project involving the permanent collection and collections-related policies of the museum. This will involve data management, physical collections management, review and assessment of professional museum policies, and daily problem-solving skills. When not working on TBD project, intern will assist with independent work to further catalogue the collection.

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 practical experience and foundational understanding of the role of museum registration department 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.