

# 2018 Internship

## **SUMMARY:**

The Iberville Museum Association seeks to hire 1 Collections Intern for the summer of 2018. The internship will help prepare the candidate for a career in museums and collections management, granting them experience in a small local history museum. The intern will work directly with our director/curator on a collections management project focused on cataloging, organizing, and preserving our collection. The intern will gain experience in processing, arranging, and caring for objects or artifacts.

## **THE POSITION:**

Collections Intern

## **NUMBER OF POSITIONS:**

1

## **COMPENSATION:**

\$10 an hour

## **TIME COMMITMENT:**

160 hours (8 weeks, 20 hours per week) between June-August.

## **WEEKLY SCHEDULE:**

Exact schedule to be determined. Hours will fall within standard work week: M – F, 8 a.m. to 4 p.m.

## **DUTIES/RESPONSIBILITIES:**

The collections intern will work independently but with frequent interaction with the curator on a project focused on organizing the museum's current storage space. The intern will also be using PastPerfect to catalog new accessions and update current records.

## **SUPERVISOR:**

Meghan Sylvester, Director/Curator

## **QUALIFICATIONS:**

Candidates should be graduate students, recent graduates, or advanced undergraduates with a major in history, public history, museum studies, or a related field. Ideal candidate will be working towards a career in collection management or registration and has a passion for local history. Will need to work well independently and be able to organize a large number of objects with extreme attention to detail. Should have completed coursework in collections care and management and ideally have knowledge or prior experience with object handling, marking, photography, and packing. PastPerfect experience is preferred.

*Resume, cover letter, and a list of 2 references due by April 15, 2018. Please send application materials to Meghan Sylvester, Director/Curator, at [contact@ibervillemuseum.org](mailto:contact@ibervillemuseum.org).*