

Museum Collections Internship

Museums - Curatorial Services

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives & History (MDAH) is seeking an organized and motivated individual to serve in the curatorial services section of the Museum division as a *Collections Intern*. This intern will facilitate the documentation and preservation of the Eudora Welty Collection, particularly the cataloging and storage process for the collection objects. This internship offers unique opportunities to learn about the standards and best practices of collection management and to gain hands-on experience in collection care and handling under the supervision of collection staff. The intern will be engaged with other curatorial-related activities and be introduced to a potential career path in the museum field or other cultural institutions that involve the maintenance and exhibition of collections.

Primary Responsibilities:

- Catalog or update the catalog of objects from the Welty Collection and enter the records into the collection management system.
- Photograph and create Metadata for objects that are cataloged.
- Update and maintain the collection files.
- Create storage housing for three-dimensional objects from the Welty Collection if needed.
- Assist with other projects as needed.
- Present a final project report at the Intern Expo on July 25.

Requirements:

- Excellent oral and written communication skills.
- The ability to work independently with prolonged focus and attention to detail.
- Strong computer skills and proficiency in Microsoft Office; experience with collection management system and photoshop is preferred.
- Knowledge of collections management principles and standards is a plus.
- Interest in museum work and Mississippi history.
- Currently enrolled in a bachelor's or master's degree program, preferably in museum studies, history, art history, or related programs.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, Mondays through Fridays, between 8:00 a.m. and 5:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the MDAH website by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.