

## Museum Collections Internship

*Museums - Curatorial Services*

**Compensation:** \$2,000.00

**Application deadline:** August 27, 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 Historic Objects Collection at the Two Mississippi Museums, particularly the cataloging and housing process for 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 newly accessioned collections 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 if needed.
- Assist with other projects as needed.

### **Requirements:**

- Currently enrolled in a bachelor's or master's degree program, preferably in museum studies, history, art history, or related programs.
- 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 systems and Photoshop is preferred.
- Knowledge of collections management principles and standards is a plus.
- Interest in museum work and Mississippi history.
- Must be able to lift 40 lbs., and the use of a ladder may be necessary.

### **Time Commitment:**

This internship spans from September 16 to December 16, with a minimum requirement of 140 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 August 27, 2024.

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