

Collections Cataloger Internship

Museums - Curatorial Services

Compensation: \$2,500.00 stipend

Application deadline: March 11, 2025

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 the Collections Cataloger Intern. This position will facilitate the documentation and preservation of the Historic Objects Collection, particularly the cataloging, photographing, and housing of a wide range of 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 object handling and collection care. The intern will also participate in other activities that enable a better understanding of curatorial services.

Primary Responsibilities:

- Catalog or update records of objects from newly accessioned collections and enter the information 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.
- Research for newly accessioned objects.
- Assist with other projects as needed.
- Present a final project report at the Intern Expo on July 28.

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 systems 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 2 to July 31, 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 11, 2025.

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