**Title:** Museum Collections Intern/Cataloguer

**Reports to:** Director of Museum Collections & Registration

**Duration:** Up to 150 hours

**Hours:** 12-20 hours per week

**Stipend:** Eligible for academic credit and $1500 stipend

**Summary:** The Museum Collections Intern/Cataloguer will be assigned to fully catalogue a recent collection acquisition of more than 700 objects. This work will include recording descriptions, measurements, history and other details into the museum database, ARGUS. Including appropriate marking and tagging of objects; arranging for photography of the collection and rehousing under the supervision of the Director of Museum Collections.

**Duties and Responsibilities:**

* Create catalog records for museum collections
* Conduct data entry in the collections management database, ARGUS
* Review object files and enter necessary data to create on-line catalog entries
* Update existing catalog records for museum collections
* Arrange for selected photography of collection
* Marking and tagging of collections

**Knowledge and Skills:**

* Understand the basics of museum object cataloguing
* Knowledge of material culture and accepted standards and practices for storage and handling of objects
* Familiarity with collection management database systems; knowledge of ARGUS collections management system preferred
* Well-organized, methodical, able to work independently and cooperatively with others
* Ability to organize and prioritize duties
* Accuracy and attention to detail

**Education and Experience:**

We require a student pursuing a degree in Museum Studies, Library Science, Art History, Public History or Anthropology. Museum training and/or internship experience preferred.

All candidates must pass a background check before starting employment.