

**COLLECTIONS INTERN JOB DESCRIPTION**  
**Virginia Historical Society**  
**Collections Division: Museum Department**

**Title:** Collections Intern

**Reports to:** Registrar or Collections Manager

**Hours per week:**

8-10 hours per week (non-credit internship) UNPAID

135 -150 hours/semester (12-15 hours/week) for academic credit UNPAID

**Education and Experience:** 3.0 GPA

Undergraduate student in a degree program for Museum Studies, Art History, History or Anthropology. Museum training and/or previous internship experience preferred

**Start dates:** August 28 (Orientation)

**Summary:** The Collections Intern will work with members of the museum collections team on exhibition installation projects; assist Collections Manager and Registrar with various collections-related projects as assigned; and assist the Vice President for Collections in other areas as assigned.

**Duties and Responsibilities:**

- Assist museum staff with deinstallation, storage, inventory, record-keeping and re installation of museum exhibitions
- Assist Collections Manager with data entry of new acquisitions, cataloging museum collections and researching patron queries
- Conduct data entry in the collections management database, Cuadra STAR
- Assist Registrar with various storage projects including the creation and updating of artifact condition reports; inventorying specific collections; and working on storage and rehousing projects related to the exhibition work

**Knowledge and Skills:**

- Knowledge of material culture and accepted standards and practices for storage and handling of objects
- Familiarity with collection management database systems; knowledge of STAR collections management/OPAC system preferred
- Well-organized, methodical, able to work independently and cooperatively with others
- Ability to organize and prioritize duties
- Accuracy and attention to detail

**Application Requirements:**

- Complete online application

- Send Resume and cover letter
- On-site Interview
- **Application Deadline:** August 18, 2017 for Fall 2017
- For additional information, please contact Rebecca Rose, Registrar, at [rrose@vahistorical.org](mailto:rrose@vahistorical.org)