

Collections Intern Artifact Rehousing



Description:

The Field House Museum strives to provide innovative learning opportunities to students of diverse backgrounds and areas of study interested in working with a multidisciplinary museum that puts visitors and the community at the center of our work. The Summer Internship may be full- or part-time with a minimum of 16 hours/week depending on the intern's and museum's needs and schedule. The anticipated length of this internship is 10 - 12 weeks but can be flexible.

The Artifact Rehousing Intern will support the research, documentation, and rehousing of the Field House Museum's extensive collections. Experience with PastPerfect software is preferred. Applicants should have the ability to work independently and have excellent written communication skills.

Responsibilities:

Under the supervision of the Executive Director with the assistance of the Collections Curator, the intern will work to rehouse artifact into new storage containers and confirm proper information has been input into PastPerfect. Responsibilities include:

- Review information in Past Perfect, ensuring that all important data fields are filled
- Update identifying information and basic measurements
- Add any pertinent artifact or maker/artist history
- Create a condition report for each artifact, noting any visible damage
- Update artifact photography
- Recommend deaccession for damaged items no longer fit for display
- Ensure artifacts are properly rehoused once completed

Educational Objectives:

- Gain an understanding of practical collections care procedures
- Learn fundamental collections policies
- Establish basic object photography skills
- Become proficient in PastPerfect Museum Software
- Acquire a familiarity with artifact records documentation

