

Collections Intern Card Catalog



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 the museum's needs and schedule. The anticipated length of this internship is 10 - 12 weeks, but it can be flexible.

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

Responsibilities:

Under the close supervision of the Executive Director, with the assistance of the Registrar, the intern will ensure the Field House Museum's artifact card catalog has been fully transferred over to PastPerfect. Responsibilities include:

- Look up each individual card to see if the item is in PastPerfect
- Accession any artifact that is in the card catalog but not in PastPerfect
- Review the information in Past Perfect, ensuring that all important data fields set out by the Registrar are filled in correctly
- Complete any needed artifact photography, input into Past Perfect, and ensure artifacts are properly rehoused once completed

Educational Objectives:

- Learn about the care and housing of museum collections
- Team roles and responsibilities
- Learn PastPerfect Museum Software
- Become familiar with cataloging a collection
- Familiarity with artifact records documentation

