REGISTRATION INTERN

The registration internship offers the unique opportunity to work with museum records, art, and artifacts, and learn how a collecting institution documents and cares for collections. This intern will assist with tasks related to museum registration, and observe the integration of these responsibilities with those of other departments.

DUTIES MAY INCLUDE:

Ongoing projects assigned to this intern may include one or more of the following: subject cataloging of collections in the museum database; maintaining the inventory of works on view in the galleries; marking inventory numbers onto objects; inventory of campus loans.

QUALIFICATIONS NEEDED:

The registration internship demands an attentive individual who values small things done well. Some background in art history and fine arts is helpful. Facility with artist’s tools, materials, and techniques (e.g. sewing or model-making) is a definite plus. Must be reliable, diligent, and thorough.

2/20