



## **Museum Collections Management – Registrar's Office Position Description**

### **Goal of internship:**

The internship will provide the student with an introduction to standard museum practice and provide hands-on experience in museum work. By the end of the term, the intern will be fully familiar with the collections management function within the museum setting. This will include: record keeping, cataloguing, accessioning, storage, maintenance and conservation of collection objects; assisting with logistical support concerning object loans, shipping, insurance etc., and entering collections data on the museum's collection database.

### **Objectives:**

The intern will research various museum collection objects, whether they are objects for possible addition to the collection or objects in the museum's 13,000 item permanent collections. Collections include: fine and decorative arts, natural science and anthropology.

The intern will have hands-on experience with objects in the permanent collection in terms of inventorying, assessment of condition, storage and maintenance, accessioning and de-accessioning, cataloguing, researching, conserving and entering information onto the database.

The intern will assist the Collections Manager in the normal daily work within the department.

### **Evaluation:**

The intern will be evaluated on the basis of his or her performance of the above tasks and the degree of independent thinking which (s)he approaches the assigned tasks.

At the end of the internship period, the staff supervisor(s) will complete a Museum Intern Evaluation form.

It is strongly recommended that the student keep a journal of their experiences at the museum. While this is no longer a requirement of the museum, it is an excellent way for the college to be informed of the nature of the student's activities, and an opportunity for the student to reflect on the term's experiences.

Finally, an exit interview will be scheduled with the Museum staff to evaluate (from the student's perspective) the internship experience.