Internship Position Description:
The Collections Intern will work with museum staff to organize, clean, digitize, photograph, catalogue, and label artifacts that will be housed in one of the museum’s collection repositories. The intern may also utilize archival and/or nonarchival materials to plan and/or prepare a display.

Requested hours per week: 10-12 hours, unpaid

Potential Majors:
Most majors may apply. Strong interest in museums, anthropology, cultural heritage, or archeology preferred.

Responsibilities: The specific duties of this internship may include:
• Processing of the collection, including physical arrangement (sorting, boxing, labeling)
• Inventorying and describing of materials
• Creating database records
• Communicating with other collection interns and collection staff
• Possibly assisting in planning and/or preparing for a related exhibit.

Requirements:
Strong computer, communication and organizational skills.

Qualifications/Skills:
1. Experience with database, information processing preferred
2. Photography skills, digital camera use
3. Strong writing, editing and research skills
4. Proficient in Microsoft Office
5. Junior/Senior classification with 3.0 GPA minimum

Benefits to Intern:
1. Gain knowledge of museum practices
2. Learn value of flexibility in workforce
3. Experience hands-on work with historical artifacts and records

To Apply:
Send resume, cover letter, & school schedule to
James Payne: james@fwwm.org
Reference Collection Intern in the subject line.