

Collections Intern Job Description

Overall Job Description: The Collections Intern will assist with the cataloging and inventory of artifacts, archival materials, and other items within the collections held by the National Underground Railroad Freedom Center. Collections are tracked through PastPerfect Software. Once the inventory is completed, all information about the collections should be electronically accessible.

Responsibilities include the following:

- Record the item's identification number and location.
- Complete condition reports and take photographs
- Input information into PastPerfect
- Complete paper files for the corresponding items
- Create a master inventory list (each item in the collections will be recorded on an Excel spreadsheet by its identification number and home location)
- Record the identification number of items that should be considered for accessioning or deaccessioning

Qualifications:

- GPA of 3.0 or higher (of undergraduate or graduate degree)
- Intended degree in History, English, or Museum Studies (a related field may be considered)
- Excellent writing skills
- Strong research skills
- Strong attention to details
- Ability to handle large projects and meet deadlines
- Ability to work well alone or in a group

Benefits:

- Unpaid, part-time internship
- Estimated 14-20 hours per week
- Estimated three month commitment (with possibility of continuing)
- Opportunities for increased responsibility

Application Deadline: April 1, 2011

Notification of Acceptance: by April 15, 2011

Start Date: June 1, 2011 (can be flexible depending on availability of accepted candidate)