**Archives & Collections: Reports to Archives & Collections Manager**

Applications are due **Sunday, August 28 at 11:59 PM**. Fall 2022 interns will begin the week of September 6.

Applicants should email their resume as an attachment (PDF or Word doc) to careers@spmoh.org and include their desired track name (or names) in the subject line (Ex. Marketing Intern – John Doe Application if applying to one or Archives & Collections Intern / Curatorial/Exhibits Intern Jane Doe Applications if applying to multiple tracks. Please note you can only complete 1 track).

All interns will receive hands-on experience, learning opportunities, portfolio materials, opportunities to meet with Board members (many of whom are prominent members of the community), free admission for 2 to a walking tour during the internship program time period (with reservations) and a free student membership at the successful conclusion of the internship program.

**Overview**

Learn core concepts of Museum collections management, including organizational structure, research, preservation standards, donation processing, and inventory through a project created by the intern and supervised by the Archives & Collections Manager.

**General Tasks**

* Work closely with the Archives & Collections Manager to create and execute a project designed to gain experience with the Museum’s collections and archives.
* Cataloging, inventory, and collections processing
* Research on Museum collections and for patrons

**Example Projects**

* Coffee Table Book: identified and researched relevant objects in Collections and Archives, updated catalog records and added photographs, compiled research into copy for potential book
* Research Paper: crafted thesis, identified and researched relevant objects in Archives and Collections materials, updated catalog records and added photographs (if necessary), created research paper.

**Requirements/Qualifications**

* Experience with Microsoft Office Suite
* Basic computer proficiency
* Ability to work independently and in a group