HISTORY GALLERY INTERN

The Ella Sharp Museum is pleased to offer a paid internship opportunity for a qualified graduate-level candidate.

We are currently seeking a collections intern to assist in depth with the deconstruction, cataloging, research, and rehousing of our Jackson History gallery and all objects within as we transition to a new major exhibit. This is a fantastic opportunity to engage in several different aspects of collections care and gain rounded experience in the curatorial field.

The goals of this internship will be to:

- Deconstruct the manufacturing section of our Jackson History exhibit, consisting of collections objects from throughout Jackson’s past.
- Research and document the provenance and records of each object, utilizing museum records and sources as necessary.
- Assist staff in deconstructing and rehousing display hardware.
- Utilize PastPerfect CMS to catalog and document the condition of all objects.
- Work alongside staff to assess the conservation and storage needs of collection.

Desired Qualifications:

- Current or recent graduate student with a focus on Museum Studies, Public History, Art Handling, Cultural Studies, or related field.
- Ability to work independently and with other staff members in a team and goal-focused environment.
- Detail-oriented, able to follow instructions accurately, and able to use good judgement in executing proper handling of artifacts.
- Excellent research, writing, communication, and basic computer skills required.
- Past experience with collections management software preferred, but not required.

Compensation: $12.00 per hour
Term: 20 - 40 hours per week
Duration: May 11 - August 28
Reports to: Curator of Collections
How to apply: Please email cover letter and resume to Curator of Collections, Harrison Marcott, at HarrisonM@ellasharp.org by February 12, 2020.