**Job Description – Collections Intern**

**SUMMARY**

The Collections Intern position is an unpaid, part-time internship within the Curatorial Department of the Frazier History Museum requiring 8 to 12 hours per week with a flexible schedule. The position will provide hands-on experience in working with numerous aspects of the museum’s collection.

**RESPONSIBILITIES**

* Writing condition reports for artifacts
* Photographing artifacts
* Entering data into Collections Management Software (PastPerfect 5)
* Assisting the Collections and Curatorial staff with various projects and exhibit installations as needed
* Helping with outside research requests

**QUALIFICATIONS**

* Excellent research skills
* Great organizational skills, patience, and strong attention to detail
* Comfortable with delicate and precise hands-on activities such as sewing, using a utility knife to make accurate cuts, and other various tasks that require dexterity
* Excellent verbal and written communication skills
* Ability to work independently and as a team player in a fast-paced environment; handle multiple tasks at once; adhere to deadlines
* Open to college studies, recent graduates, or graduate students pursuing a degree in history, art history, museum studies, or fine arts. Other degrees may apply, but please specify how this internship relates to your degree or career goals.
* Must pass background check

**HOW TO APPLY**

Complete an internship application at: <http://www.fraziermuseum.org/support-2/volunteer-intern-program/>

A complete application includes contact information, answers to brief statements listed and listing two references, and resume.

Please email your resume to: [tboyer@fraziermuseum.org](mailto:tboyer@fraziermuseum.org)