



# Collections Management Intern

The Mining & Rollo Jamison Museums | City of Platteville seeks a Collections Management Intern to assist in artifact handling, cataloging, and database management for a two-year project starting September 1, 2020.

## **Intern Goals:**

The intern can expect to gain a practical working knowledge in every facet of collections stewardship working with one of the most significant and diverse collections in the Upper Midwest. Interns will gain valuable collections management experience by helping to inventory the collection, to work with PastPerfect Museum Software, to build our collections management database, and to gain artifact handling experience. The intern will also become adept at basic cleaning and photography techniques for collection materials on display and in storage.

**Supervisor:** Museum Director, Museum Specialist-Collections Management

**Proposed Intern Schedule:** Interns are expected to work 680 hours per year, for a total of total of 1,360 hours between September 1, 2020, and August 31, 2021.

## **Requirements:**

- Must hold U.S. citizenship.
- Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred but not required.
- Ability to work with diverse audiences including children, families, volunteers, and older adults.
- Strong written and communication skills.
- Experience with Windows applications.
- Ability to work proactively and independently on multiple tasks while maintaining quality and meeting deadlines.
- Ability to lift up to 35 pounds.

**Compensation:** \$11/hour for a total of 1,360 hours between September 1, 2020, and August 31, 2021.

**Application Procedure:** To apply send your resume and a cover letter explaining why you are interested in the position, together with two letters of recommendation and a completed City of Platteville employment application, by August 24, 2020, to Erik Flesch, Museum Director, at [museumdirector@platteville.org](mailto:museumdirector@platteville.org) or The Mining & Rollo Jamison Museums, PO Box 780, Platteville, WI 53818.