



Museum of Science & History
JACKSONVILLE • FLORIDA

INTERNSHIP TITLE: Collections Intern

DEPARTMENT: Collections and Curatorial

IMMEDIATE SUPERVISOR: Dr. Anthony Mortimer, Vice President of Education and Exhibits

POSITION PURPOSE:

The Collections Intern would be assisting our team with managing collections and exhibits, researching collections items, and cataloguing materials in our collections management system.

DUTIES AND RESPONSIBILITIES:

- Research items in collections
- Photograph and document items in our collections management system, PastPerfect
- Create transcripts for audio descriptions of current exhibit spaces
- Plan and set up new exhibit spaces

TECHNOLOGY ACCESS REQUIREMENTS (Provided):

Departmental drive access; PastPerfect

BACKGROUND CHECK:

Level II Non-DCF

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE:

STATUS: Sophomore; Junior; Senior; Graduate Student
MAJORS: Anthropology, History, Art History, Museum Studies

SKILLS AND ABILITIES:

Internship-Specific:

- Strong research and writing skills
- Creativity
- Initiative to start new projects independently
- Ability to work well alone and with others

General:

- Strong communication and interpersonal skills;
- Working knowledge of Microsoft Word, Excel and Outlook;
- Detail-oriented; ability to document data and results accurately, clearly, and concisely;
- Ability to understand and implement the Museum's mission and values in their work;
- Ability to establish and maintain effective working relationships with staff, volunteers, and members of the public;
- Exercise tact and diplomacy at all times;
- Demonstrate an understanding of protocol and sensitivity to cultural diversity issues.

TIME COMMITMENT:

Interns completing their internship for college credit must coordinate with the Volunteer Coordinator and their Immediate Supervisor to create a schedule that meets the required numbers of hours set forth by their program of study. Interns not receiving college credit for their internship must complete a minimum of 100 hours during the semester for completion of the program.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This position description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of interns assigned to this role. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time.