

Museum Collections & Conservation Internship

Museum - Curatorial Services

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History (MDAH) is seeking a *Collections & Conservation Intern* to serve in the curatorial services section of the Museum division. This internship offers unique opportunities to gain behind-the-scenes experience in collections management with MDAH's Historic Objects Collection, which contains more than 23,000 artifacts that tell the story of Mississippi. This intern will engage with an MDAH site-specific collection while developing relationships with curators, conservators, and the collections management and exhibitions teams.

Primary Responsibilities:

- Catalog artifacts and enter records into the collections management software.
- Help create storage housing for the collections.
- Create and retain metadata for all digital images of artifacts.
- Photograph and research artifacts.
- Update and organize artifact files and accession records.
- Assist with other projects as needed.
- Present a summary of your internship at the Intern Expo in late July.

Requirements:

- Strong research capabilities, organizational skills, and attention to detail.
- Excellent oral and written communication skills.
- The ability to work independently with prolonged focus.
- Strong computer skills and proficiency in Microsoft Office; experience with Re:discovery Proficio or other collection management databases and digital SLR photography is a plus.
- Interest in museum work and Mississippi history.
- Must be able to lift up to 40 lbs, and the use of a ladder may be necessary.
- Currently enrolled in a bachelor's or master's degree program, preferably in museum studies, history, art history, or collections management program.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](https://mdah.ms.gov) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.