



VICTORIA COLLEGE
invites applications for the position of:

Collections Intern

SALARY:	\$15.00 Hourly
DIVISION:	College Advancement & External Affairs
DEPARTMENT:	Museum of the Coastal Bend
OPENING DATE:	01/31/20

POSITION SUMMARY:

Victoria College's Museum of the Coastal Bend is hiring for an intern for summer 2020. This internship, which is a full-time paid position, is responsible for rehousing artifacts within the museum's collection. Depending upon the completion of the rehousing project, the intern will start work on cataloguing, inventorying, and accessioning the collections. This position works under the supervision of the Exhibits and Collections Manager.

The successful candidate will learn and be exposed to real world knowledge in collections management, participation in Collections Committee meetings, and participation in Advisory Board meetings.

DUTIES & RESPONSIBILITIES:

Specific duties include, but may not be limited to:

Project One: Rehousing of artifacts

- Rehouse artifacts into archival materials
- Keep track of number of artifacts that are rehoused
- Keep track of artifact location during rehousing
- Keep track of archival materials needed for project and alert Exhibits and Collections Manager when more supplies are needed
- Differentiate which artifacts need to be moved to museum's Comparative Collection

Project Two: Cataloguing/Inventorying/Accessioning artifacts

- Photograph artifacts
- Catalogue/Inventory collections
- Data entry into CMS CollectiveAccess
- Accession artifacts/collections
- Match artifacts with accession records. Notify and assist Exhibits and Collections Manager fix any discrepancies

- Create condition reports on artifacts when needed

QUALIFICATIONS:

- Current graduate student working towards a Masters in Museum Studies, Public History, History, or Art History
- Knowledge of how artifacts should be properly housed and stored
- Proficient computer skills
- Strong attention to detail
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle projects
- Excellent critical thinking/problem solving skills
- Knowledge in CMS CollectiveAccess, preferred but not required

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle controls, key pads, etc. Will be required to sit and reach with hands and arms as well as, sit, stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required include close vision, some color vision, and the ability to adjust focus from documents to computer screen. Hearing of light to moderate sound is required by this job. The noise level in the work environment is usually moderate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/victoriacollege/default.cfm>

Position #201400338
COLLECTIONS INTERN
DA

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