Collections Assistant Intern

Department: Collections
Reports to: Registrar

Basic Purpose
Responsible for supporting the digitization of the Holland Museum archives and collection, including the preparation of object documentation and photographs and the transfer of all collection data into an online database.

Responsibilities and Accountabilities
- Assist in on-going collections database development and management, including creating and managing object records, drafting object descriptions, uploading object photographs and scans, recording storage locations, cataloging, unifying lexicon, accessioning, and inventory.
- Assist in processing and documenting accessions, loans, and deaccessions in accordance with museum best practices.
- In collaboration with Registrar, resolves issues with the Collective Access online web interface and works with IT contractors and product support as needed.
- Perform historic research as needed, using sources from archival documents, Internet databases, etc.
- Create back-up files for system data as necessary.
- Greet and interact with museum visitors in an open, friendly manner.
- Perform a variety of other administrative and clerical functions in support of the department’s mission including: assisting with correspondence; performing data entry; preparing materials for research and reproduction requests, etc.
- Act as part of a Summer Intern Council that will tackle issues of cultural importance for the community that the Museum serves. The Council will be guided by the Museum staff to complete a project that will develop leadership and communication skills. Responsibilities include:
  - Look for opportunities to address issues that require cross functional skills, creative problem solving, relationship building, and an understanding of the greater organizational strategy of the Museum.
  - Meet with other interns over the course of the summer to develop sub teams and plans to address the project(s) they have chosen.
  - Commit to roughly 5 hours of work for the Council per week.
  - Sub teams will report back to the museum staff to present results of project(s) at the end of the summer.
- Other duties as requested or assigned.

Education and Experience
High school diploma or equivalent required. Must be currently enrolled in an undergraduate or graduate degree program, or a recent graduate. Demonstrated experience handling artifacts, working with historic collections in a museum setting, creating artifacts records in a computer database, and
performing historic research preferred. One to three years’ experience working in customer service preferred.

**Job Knowledge, Skills, and Abilities**
- A self-starter with the ability to work independently and prioritize tasks.
- Reliable, with the ability to follow tasks through to completion and meet deadlines.
- Excellent written and verbal communication skills.
• Ability to work effectively and display excellent professional judgment in a collaborative environment.
• Knowledge of and commitment to museum best practices as established by the American Alliance of Museums, including best practices for collection stewardship and digital preservation.
• Must have exceptional customer service skills, with the ability to work with a diverse public and a diverse workforce.
• Ability to perform physical tasks (lift 30 lbs.) with physical mobility and ability to climb stairs.
• Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Suite.
• Demonstrated understanding of image capture equipment, including cameras, lighting, and digital scanners.
• Ability to pass a background check.

**Work Schedule**
15-20 hours per week. Flexible dependent upon the requirements of the college/university.

**Compensation**
This is an unpaid internship. College credit may be available for this position contingent upon the requirements of the college/university. Housing is not included as part of this internship.

**To Apply**
Submit cover letter and resume to Connie Locker VerHulst, Education & Outreach Manager, at clocker@hollandmuseum.org. Review of applications will begin immediately. Applications will be accepted until the position is filled.