

Center for Puppetry Arts
Atlanta, GA
Collections Management Internship

Description

The Center for Puppetry Arts seeks an intern to assist the Collection Manager with daily activities as well as specific projects. This internship will provide hands-on experience in collections management, including accessioning, object handling, inventory, rehousing, and working in PastPerfect collection management software. Additionally, the intern will work with objects of varying material types, learning proper preservation and conservation of these items. Staff will provide training, guidance, and mentorship in all aspects of collections management to ensure activities meet professional standards within the museum field.

Specific projects of this internship will include the digitization of accession files and updating of catalog records, including condition reporting, photographing, and rehousing items as needed. This project will give the intern a clear understanding of proper accessioning methodology from the point of donation to completion.

Additionally, the intern may have the opportunity to work in the archive and research library, learning cataloging methodology for archival materials as related to an object collection.

This internship is a wonderful opportunity for someone interested in pursuing a career in museum collections or registrar work.

Pay

This is a paid internship, at a rate of \$10 per hour.

Schedule

The intern will work between 8- 15 hours a week for a semester or agreed upon time period. These hours may be worked in a combination of times and days, with hours being between 9am-4pm.

The internship will be 125 hours total, unless the student is seeking internship credit that requires a specific number of hours. In this case, the internship will meet the number of hours required for credit, not to exceed 140 hours total.

Desired Qualifications

- Must be a current student enrolled in museum studies, public history, or related program
- Is organized and detail-oriented
- Can work independently as well as under direction

While not required, preference will be given to any candidate who is interested in pursuing a career in museum collections management

Required Materials to Apply

- Cover Letter / Letter of Interest
- Resume

Please email applications to:

Micah Walsh, Collection Manager

Email: micahwalsh@puppet.org

Subject Line: Collections Internship

No Phone Calls, Please.

If you have questions, please email
daniherd[@puppet.org](mailto:daniherd@puppet.org) or micahwalsh@puppet.org