

Collections Management Intern

Academic Level:	B.A., M.A., or relevant degree in hand or in progress
Supervisor:	Kristin Remington, Digital Assets & Collections Manager; Chelsea Kaufman, Galleries & Collections Coordinator
Department:	Museum
Dates & Length of Internship:	Spring 2019: 14-week cycle; Jan – May 2019 Weekly commitment: 16-20 hours/week
Application Deadline:	November 15, 2018
Stipend:	\$3,500 per internship

Shangri La is a museum for learning about the global culture of Islamic art and design through exhibitions, digital and educational initiatives, public tours and programs, and community partnerships. We create opportunities for positive narrative change and understanding, inspiring the public with the creativity of Islamic cultures.

Internship Overview:

Collections management internships in the Museum Department at Shangri La provide professional training for graduate students in Museum Studies, Library and Information Science, or related programs. Interns will assist with the organization, management, and care of the Shangri La object, library, and archival collections. Interns may also help with digital initiatives to broaden public access of the Shangri La collections, exhibition installations and de-installations on- and off-site, and developing improvements to the management of the collections database.

Tasks may include, but are not limited to: entering data into the TMS database, object handling and movement tracking, conducting inventories of the collection, filing hardcopy collections records, organizing data and digital assets on the image server, digitizing historical hardcopy records, condition reporting for storage and loans, fulfilling archives research and permissions requests, monitoring library circulation, and assisting the collections manager with general collections tasks.

Internship Requirements:

- Strong organization skills, detail-oriented, and patient, as well as comfortable with multitasking;
- Interest in museum collections management and registration, enjoys learning, and is eager to gain hands-on experience in a small institution setting;
- Comfortable working with computers and have a good working knowledge of common office software (Microsoft Office, including Word, Excel, PowerPoint, and Outlook; Adobe Creative Cloud, including Acrobat, Bridge, and basic tasks in Photoshop and Illustrator);
- Comfortable working individually and on a team;
- Instruction in object handling and the TMS database will be offered during the onboarding process.

Internship Application Procedure:

The applicant must send an up-to-date CV or resume, a cover letter, an unofficial transcript, and two references to slmuseum@ddcf.org by the deadline listed above. Indicate "Collections Management Internship Application" in the subject line. Applicants will be notified of their status by late December.