**Collections Management Intern**

**Academic Level:** B.A., M.A., or relevant degree in hand or in progress  
**Supervisor:** Kristin Remington, Digital Assets & Collections Manager  
**Department:** Museum  
**Dates & Length of Internship:** Summer 2020: 8-10 week period between May-August 2020  
**Weekly commitment:** 16-20 hours/week  
**Application Deadline:** March 13, 2020  
**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, Learning Design & Technology, or related programs. Interns may assist with the organization, management, and care of the Shangri La object records, library, and archival collections. Interns may also help with exhibition installations and de-installations on- and off-site, and developing improvements to the management of the collections database. This internship can also be adapted to have a stronger digital focus for applicants interested in prototyping projects pertaining to collections accessibility in the TMS database, online and in-gallery.

Tasks may include, but are not limited to: entering data into the TMS database, movement tracking, conducting inventories of the collection, filing hardcopy collections records, organizing data and digital assets on the image server, digitizing historical hardcopy records, fulfilling archives research and permissions requests, monitoring library circulation, assisting in the prototyping of digital initiative, maintaining online collections platforms, 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; Alternate interest in museum collections management from a digital perspective and online learning platforms;
- Must be 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, a cover letter, an unofficial transcript, and two letters of recommendation* to shangrilainterns@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 March 2020.

Opportunities are available for international students who are already eligible for internships based in the U.S. Shangri La is unable to sponsor visas for international students at this time.

*Recommenders should email letters of recommendation directly to shangrilainterns@ddcf.org with the subject line “Internship Letter of Recommendation” by the deadline.