

COLLECTIONS STUDENT INTERN

Museum Studies Academic Field Placement



JOB TITLE	Collections Intern
PROJECT DURATION	2011-2012 Academic School Year Requirement
HOURS	35.0 hours per week
RENUMERATION	Volunteer: Academic Credit

The Collections Student Intern will work directly with the extensive collection of medical and health care objects and archival documents under the direction and supervision of the Collections Manager.

1. PROJECT DESCRIPTION

Provide assistance with non-processed donations by identifying, processing, cataloguing and storing selected objects encompassing the following collection management areas:

- 1.1 *Cataloguing* – Using dbtextworks “InMagic” Version 4 software catalogue items from the backlog of non-catalogued donations consisting of both 3D and archival objects
- 1.2 *Storage methods* – Preparing items for storage by creating custom supports, folders, packages, etc. as required
- 1.3 *Administrative* – Keeping track through accession logs, donor files, cataloguing charts, databases and inventory charts
- 1.4 *De-accession* – Identifying objects approved as surplus and oversee the advertisement, correspondence and prepare objects for transfer
- 1.5 *Staff meetings* – provide oral progress reports as required
- 1.6 *Other duties* – as required
- 1.7 NOTE: Other aspects of museum operations also available. Willingness to customize your Internship to suit your learning goals.
- 1.8 Check out previous Internship projects for 2011: <http://www.museumofhealthcare.ca/get-involved/internships.html>

2. QUALIFICATIONS

- 2.1 Demonstrated understanding of proper museological methods and practices, particularly in the areas of collections management, artefact cataloguing, storage and documentation
- 2.2 Museum studies academic grades are above average
- 2.3 Computer skills including: Outlook e-mail, file management, Excel, Internet web browsing
- 2.4 Basic research skills using various sources, both paper-based and electronic
- 2.5 Excellent English reading, writing and comprehension especially using specialized museum glossary
- 2.6 Excellent written and verbal communication skills
- 2.7 Excellent interpersonal skills
- 2.8 Strong organized skills to work effectively with multiple tasks and tight deadlines
- 2.9 Self starter and can manage assigned projects
- 2.10 Energy, good humour and a passion for excellence
- 2.11 Anticipating a career in collections management

3. ELIGIBILITY

- 3.1 Meets academic requirements for field placement
- 3.2 Can reside weekdays in Kingston for duration of field placement

4. CONTACT INFORMATION

Applications, including a cover letter, resume and the names and contact information of three employment and or academic references should be submitted by e-mail to:

Kathy Karkut Collections Manager karkutk@kgh.kari.net www.museumofhealthcare.ca

PLEASE DO NOT SEND RESUMES IN .docx

Attachments in Microsoft Word 2003, Rich Text, or PDF format only please