



OLD STATE HOUSE

MUSEUM

A museum of the Department of Arkansas Heritage

COLLECTIONS INTERNSHIP

- I. **General Overview:** All applicants must submit a current resume and a cover letter describing their interest and abilities as they pertain to the specific internship they are applying for.
- II. **Scope of Work:** The Old State House seeks a collection department intern to observe and learn to catalog artifacts that are donated, purchased, or loaned to the museum according to proper museum practices. This will include measuring, photographing, describing the artifact and its condition, and adding nomenclature. This artifact documentation will be entered into the museum's collection database. The intern will also learn proper storage and transportation techniques as well as how to prepare, and care for historical items.
- III. **Required Qualifications:** The formal education equivalent of a bachelor's degree in museum studies, history, anthropology, archeology, art, or related field.
- IV. **Working Hours:**
 - a. Internship hours will be based on the supervisor and the student's schedule. The collection storage facility is open 9:00am - 4:00pm Monday through Friday.
- V. **Location of Work:**

Collection Management Facility
1000 LaHarpe Blvd.
Little Rock, AR

and

Old State House Museum
300 West Markham St.
Little Rock, AR

VI. Intern Supervision: Jo Ellen Maack, curator and Samantha Ashley, registrar

VII. Intern Evaluation: Complete the required forms from the student's school for this process.

VIII. Application Process: Please include the following materials with your completed DAH application:

- A current resume.
- A one-page cover letter.
- Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your DAH application and related materials to:

Debbie Biggs, DAH Personnel Manager @ debbieb@arkansasheritage.org

NITIES

Curator of Exhibitions-

- Assist with the aspects of the installation and de-installation of the upcoming gallery exhibits, including object handling, lighting, preparing mounts, etc.

Collections-

- Attend Objects Handling tutorial.
- Attend Fine Art Handling tutorial.
- Help research information about items in the Collection to update Past Perfect.
- Help Registrar and Asst. Registrar accession and catalog new objects to the collection.
- Assist Curators and Registrars with gallery maintenance.
- Data entry of information into Past Perfect 5.0.
- Assist Preparator at the Collections Management Facility (CMF) in cleaning, accessioning, moving, and inventory of collection items.
- Assist staff with deep cleaning of historic houses and the artifacts within.
- Assist Registrars environmental monitoring.

Other experience possible:

Education-

- Help with summer camps
- Living History activities

Development-

- Data entry of statistics and visitor comments
- Learn and implement current social media procedures with the Information Specialist.
- Work at 2nd Friday Art Night, if available.
- Other projects as assigned.