



# ARKANSAS State Archives

*An agency of the Department of Arkansas Heritage*

## MUSEUM COLLECTIONS MANAGEMENT INTERNSHIP

- I. **General Overview:** The Arkansas State Archives (ASA) was created by the Arkansas General Assembly in 1905 to preserve official state records and historical materials pertaining to Arkansas and its people. In addition to collecting, maintaining and preserving the largest collection of archival material on Arkansas, the ASA also maintains a three-dimensional object collection, a small on-site exhibit areas and traveling exhibits. Many of the artifacts originally were collected for a museum run by the State Archives at the State Capitol in the early to mid- 20<sup>th</sup> century. The three-dimensional object collections includes a variety of historic objects dating from the territorial period to the present, as well as a portrait gallery collection of framed paintings and drawings.

The internships are available to current students, recent graduates, and professionals wishing to gain more experience. While the internship program is available to students regardless of major, the museum collections management internship offers exceptional opportunities to students in public history, history, museum studies, anthropology, archeology, art history, and related disciplines who wish to gain first-hand experience in museum- related work.

All applicants must submit a current resume and a cover letter describing their interests and abilities as they pertain to the specific internship for which they are applying

- II. **Scope of Work:**
  - o Museum Collections Management Interns assist the Curator with a variety of projects. Examples of tasks include data entry in collections management program (PastPerfect 5.0), packing and unpacking items, rehousing objects, evaluating condition of objects, writing descriptions, and measuring objects. Interns will receive training in object handling, inventory procedures and collections management software.
  - o Interns may also work on researching information for exhibits and help with the development and installation of exhibits.

**III. Required Qualifications:**

- Study in the field of public history, history, art history, anthropology, archeology, or related field.
- Candidates will also possess basic computer skills
- An interest in collections/registration work
- The ability to lift 25 pounds.

**IV. Working Hours:**

Internship hours will be based on the supervisor's and the student's schedules. If the educational institution authorizes course credit, the ASA has a specific agreement for this purpose. Normally, academic internships are five to twelve week sessions, with the student working a total of 180 hours. Although the Arkansas State Archives is open 8:00 am - 4:30 pm Monday through Saturday, the Museum Collections Management Internship will be available only Monday through Friday with possible occasional attendance at special events sponsored by the ASA outside the regular business hours.

**V. Location of Work:**

Arkansas State Archives  
One Capitol Mall  
Little Rock, AR 72201

**VI. Intern Supervision:**

Julienne Crawford, Curator, Arkansas State Archives

**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:

1. A current resume.
2. A one-page cover letter.
3. Copy of most recent official college transcript(s).
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit completed DAH application form and materials via email to:

Debbie Biggs, DAH Personnel Manager  
[debbie.biggs@arkansas.gov](mailto:debbie.biggs@arkansas.gov)