



A MUSEUM OF AFRICAN AMERICAN HISTORY

*A museum of the Department of Arkansas Heritage*

## PHOTOGRAPHY COLLECTIONS INTERNSHIP

### **Description of Responsibilities:**

1. Assists in photographic documentation of collection
2. Assists in storing, transportation, and handling of objects.
3. Assists in preparation and care of historical items. Responsible for appropriate handling and care of objects in museum collection.

### **Learning Components:**

1. To learn the application of photography skills in a museum setting.
2. To learn museum practices regarding handling and care of objects.
3. To learn basic registration duties including cataloguing, storage, and record keeping.

### **Knowledge, Abilities, and Skills:**

1. Knowledge of digital photography and photo editing with professional software.
2. Knowledge of computer databases.

### **Description of Project:**

The Collections Department is seeking a Photography Intern to work with curatorial staff on a photography-based project, including but not limited to photographing historical objects, editing photos for publication quality, and entering-photos into the museum's collections database, and storage of objects.

**Duration and Hours:** To be determined.

**Availability:** Year round.

### **Qualifications:**

Graduate or upper level undergraduate with an interest in photography and art collections with knowledge of photography and professional photo editing software. Must have a background in art, art history, photography, graphic design, or related field and be extremely detail-oriented.

**Location:** Mosaic Templars Cultural Center, 501 W. Ninth Street, Little Rock.

**Application Procedure:**

All applications for internships must include the following components for consideration: (1) resume, (2) letter of recommendation from current or former professor of major subject area, (3) letter of interest indicating what you would like to gain from a museum internship, (4) sample of previous photography work. Incomplete applications will not be reviewed.

**Submit all materials via e-mail to:**

[debbie.biggs@arkansas.gov](mailto:debbie.biggs@arkansas.gov)