

**Computer Museum of America
Roswell, GA
Collections Internship**

Description

Computer Museum of America seeks an intern to assist the Collections staff with daily activities as well as specific projects. This internship will provide hands-on experience in collections management, including accessioning, object handling, rehousing, and working in PastPerfect collection management software. Staff will provide training and guidance in all aspects of collections management to ensure activities meet professional standards within the museum field.

The primary project of the internship will include the cataloging of a large collection of objects recently acquired by the museum, which need to be cleaned, cataloged, tagged, and housed in permanent collection storage. This project will allow the intern to understand proper accessioning methodology from the point of donation to completion.

Other daily activities and work may include editing and updating existing catalog records in PastPerfect Software, unpacking of recently donated collections, cleaning objects, photographing objects, and assisting staff with routine inventory.

This internship is a wonderful opportunity for someone interested in pursuing a career in museum collections or registrar work.

This is an unpaid internship and is considered a volunteer position.

Schedule

The intern will work approximately 10-15 hours a week for a semester or agreed upon time period. These hours may be worked in a combination of times and days, with available days being Monday, Tuesday, and/or Thursday between the hours of 9:00 AM - 4:00 PM.

Desired Qualifications

- Is a current student or recent graduate from a program in museum studies, public history, or related field
- Is organized and detail-oriented
- Can work independently as well as under direction

While not required, preference will be given to any candidate who...

- Has prior experience or coursework in collections management and object handling
- Has prior experience working in PastPerfect Software or similar collections database
- Is interested in pursuing a career in museum collections management

Covid19 Statement

The CMOA recognizes the risks associated with Covid19 and takes precautions to mitigate these risks for employees, staff, and volunteers. Hand sanitizer and masks are available for all personnel. By accepting this internship, the intern should feel comfortable working in the physical space with other staff members, including at times working in closer proximity to other staff in order to perform job functions.

Required Materials to Apply

- Cover Letter / Letter of Interest
- Resume

Please email applications to:

Benjamin Schmidt, Collections Specialist

Email: bschmidt@thecmoa.org

Subject Line: Collections Internship

No Phone Calls, Please.

If you have questions, please email bschmidt@thecmoa.org.