



A MUSEUM OF AFRICAN AMERICAN HISTORY

*A museum of the Department of Arkansas Heritage*

## CATALOGING COLLECTIONS INTERNSHIP

### I. General Overview:

The Collections Department is seeking a Collections Intern to work with curatorial staff on a collections-based project, including but not limited to processing historical objects (describing, measuring, and photographing), entering-data into the museum's collections database, and storage of objects.

### II. Scope of Work:

- Assists with accessions and cataloguing of objects according to best museum practices.
- Assists in preparation and care of historical items. Responsible for appropriate handling and care of objects in museum collection.
- Assists in storing, transportation, and handling of objects.
- Assists in photographic documentation of collection.
- Assists with inventory of museum collection.

### III. Learning Components:

- To learn museum practices regarding handling and care of objects.
- To learn basic registration duties including cataloguing, storage, and record keeping.
- To develop the use of historical research methods and techniques while researching and caring for a historic collection.

### IV. Required Qualifications:

- Graduate or upper level undergraduate with an interest in museum collection work or library science with knowledge of Arkansas history and good organizational skills.
- Must have a background in history, art history, anthropology or related field and be extremely detail-oriented.
- Knowledge of national, state, and local history and architecture.
- Knowledge of historical research methods and techniques.
- Knowledge of digital photography and scanning.
- Knowledge of computer databases.

**V. Working Hours, Availability & Duration:**

- Hours, TBD
- Duration, TBD
- Available, Year Round - Unpaid

**VI. Location of Work:**

- Mosaic Templars Cultural Center  
501 W 9<sup>th</sup> Street, Little Rock, AR 72201

**VII. Intern Supervision:**

- Bryan McDade, Curator of Collections

**VIII. Application Process:**

Please include the following materials with your completed DAH application:

1. A current resume.
2. Letter of interest indicating what you would like to gain from a museum internship
3. Copy of most recent official college transcript(s).
4. Letter of recommendation from current or former professor of major subject area

Incomplete applications will not be reviewed. Submit completed DAH application form and materials via email to:

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