

Collections Intern

The Collections Intern provides support to The Branch Museum's permanent collections. The Communications intern will catalogue, research, and care for the permanent collections of The Branch. The Collections Intern will work with Branch Museum staff to upkeep the records on museum objects, and the objects themselves.

Responsibilities:

- Create and maintain object files and records
- Research and write about museum objects, their history, and significance
- Maintain and organize object storage facilities, exhibit prep areas, and exhibit installation areas
- Catalog new collection items, and new museum loans.
- Other duties as assigned

Requirements: Highly detail-oriented and responsible. Must be a self-starter with the ability to work independently on multi-day projects. Must have some familiarity with museums and conservation / preservation work. Must have experience conducting academic research and writing reports for internal and external readers.

Schedule: 15 hours per week