

Seeking Collections Intern at deCordova Sculpture Park and Museum for Spring 2021

Job Description:

The deCordova Sculpture Park and Museum is seeking a Collections Intern to assist with collections-related projects. The Collections Intern will engage in a variety of tasks and gain practical hands-on experience and invaluable insight into the many different and exciting aspects of working in a contemporary art museum and sculpture park. The Collections intern will assist the Registrar in general, day-to-day collections management duties and special projects to ensure the preservation and safety of the collections for future generations.

These tasks may include, but are not limited to, the following:

- Condition reporting objects.
- Updating object records and creating image files on the collections database system.
- Monitoring environmental dataloggers.
- Organizing and re-housing object and loan files.
- Inventorying photography collection.
- Other collections-related projects as assigned.

Qualifications and Availability:

- Upper level undergraduate or graduate student with coursework in museum studies or a related field. Also open to non-students.
- Self-motivated, detail-oriented and excellent organizational skills.
- Ability to work independently and collaboratively, or multi-task on various projects.
- Computer skills - Proficiency in Microsoft Office.
- Ability to perform tasks in a professional manner with discretion when working with confidential records.
- Minimum of 20 hours per week Monday-Friday for agreed duration of internship, which typically last four months.
- Accessibility to a car as public transportation does not service the museum.
- Prior museum or gallery experience a plus, but not required.

Stipend: \$1000.00

To Apply: Email cover letter and resume with three references to cgranat@thetrustees.org. Applications are accepted on a rolling basis. For more information about deCordova please visit: <https://thetrustees.org/place/decordova/>