



Position Title: Collections & Registration Intern

Department: Collections

Required Commitment Period: Fall Session

Days/Hours: Monday-Sunday, flexible schedule, minimum of 10 hours weekly

Start/End Dates: September 10th – December 17th

Application Deadline: August 15th, 2021

General Description

If you are interested in gaining hands on knowledge of collections registration, this position is for you. This intern will work on inventorying our Atlanta Centennial Olympic Games collection. This will require the intern to use the Collections Management Software (CMS) Re:Discovery to identify locations and update object records. Within the course of this work, you may also need to research items and update records with information, and process/document items found in collection. There is also the opportunity for the intern to instead work on updating collection records in our CMS to make them web-ready for our museum collections portal MARTHA. This would include, researching objects, photographing them to web ready standards, and working in the database to ensure that records are free of errors. For either of these roles the intern will work onsite with a provided computer, alone most days, but also with the Collections Manager.

Key Responsibilities

- Inventorying collection items, and updating the collection database
- Completing basic registration tasks for objects, including research, labeling, photography, handling, housing, condition reporting, and database updates
- Maintaining pre-established database standards

Desired Skills and Competencies

- Pursuing a Master's degree in History, Public History, Museum Studies, or related field
- Basic collections handling skills and knowledge
- Strong research & communication skills, both written and oral; detail oriented
- Understanding and proficiency with a database software; experience with data entry
- Able to prioritize tasks and goals
- Familiarity with basic photography skills
- Able to lift 50 pounds
- Able to navigate a ladder
- Sensitivity to cultural and artistic diversity

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volunteerservices@atlantahistorycenter.com or jfirestone@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.