

Museum Internship Duties Description: Collections

Museum of Seminole County History, Sanford FL

The following are the major job duties for the intern assigned to Collections at the Museum of Seminole County History. Other duties may be added as needed.

Operations:

- Open and close the museum; activate and deactivate the alarm system
- Maintain a clean and tidy working environment
- Greet guests following appropriate procedure
- Dust or clean exhibits and artifacts as needed
- Collections and archiving work with a focus on digitization of materials
- Reorganization of the physical space in the collections facilities for optimum storage and access to materials for research
- Learn storage and cataloguing requirements for archival material
- Sorting, filing, and storing photographs, books, documents, and artifacts
- Assist researchers seeking materials and information on a variety of subjects as needed

Computer Work:

- Learn to use PastPerfect software
- Learn to digitize archival material
- Work with staff for the sake of publicity and promotion

Other:

- Answer telephones
- File information
- Maintain time sheet
- Ability to lift 30 lbs. unassisted
- Additional duties as required

There may be additional Academic Requirements on an institution-by-institution basis, such as regular evaluations, written project reports, etc.