



## **Intern Position Description**

**Department:** Collections and Research

**Job Title:** Registration Intern

**Purpose:** Assists with projects involving Cincinnati Museum Center's artifact collections. These projects include, but are not limited to, inventorying, cataloging, documenting and appropriately housing museum artifacts; taking digital images; and preparing catalog records to be entered into the Ke EMU database. The opportunity to assist with documentation and installation of museum exhibits is also a possibility.

**Location:** Geier Collections and Research Center, 760 West Fifth St., Cincinnati, OH

**Learning Component:** A Museum Collections Internship provides in-depth training for students or recent graduates interested in gaining registration or collection's management experience in a museum setting. The intern will be introduced to current collections management practices and related administrative responsibilities, including CMC's collections policies, registration procedures and management practices. In addition, the Intern will have ample opportunity to learn about the many operations of the Museum.

**Skills Required:** Students in Museum Studies, Anthropology, Art History, History and Historic Preservation programs that have had coursework or experience in collections care and management, cataloging, records management and/or historical research methods are encouraged to apply. The candidate should have excellent PC skills with knowledge of Windows applications; be familiar with database systems and digital imaging; have excellent organizational skills; be detail-oriented, responsible and dependable; and have a working knowledge of office procedures and equipment.

**Reports To:** Registrar

**Length of Appointment:** 10 weeks

**Hours of work to be determined.**

### **Benefits:**

- Free admission to museums
- Free admission to special exhibitions
- Free parking
- Discounts on tours, programs and events
- May be eligible for course credit from your educational institution

**Dress Code:** Business casual