

2023 Fall Collections Internship Position Description

Title: Collections and Registration Intern
Reports to: Kimberly Kruse, Collections Manager/Registrar
Status: Unpaid Internship
Time: 2-3 days per week, 4-month commitment
Dates: September—December, 2023

About the Morris Museum

Over the last century, the Morris Museum has evolved from a single collection displayed in a curio cabinet, to one of the most vibrant cultural destinations in New Jersey. Originally known as the Morristown Children's Museum, we have made education a central part of our mission since the beginning. As of 2019, we are proud to be the only Smithsonian affiliate in the state, and home to an ever-evolving array of innovative exhibitions and events that reflect the diversity and vitality of New Jersey.

Mission

Interpreting the past, discovering the future, through Art, Sound, and Motion.

Position Summary

The Collections and Registration Intern will be an integral part of the execution of a comprehensive collections inventory at the Morris Museum. This opportunity will allow the intern to gain practical, hands-on experience working directly with museum artifacts and to learn proper handling of a wide array of collection materials such as, but not limited to, fine art, ethnographic and archaeological materials, geological specimens, natural history specimens, decorative arts, and historical objects. The Collections Intern will work closely with the Collections Manager/Registrar and the Collections and Exhibitions Assistant on the physical inventory and records cataloguing, while learning about the day-to-day operations of managing museum collections.

Essential Job Functions:

- Collect object information, update and create entries for the objects in the museum's collection database.
- Conduct provenance research as necessary.
- Work to create rehousing solutions for collection objects.
- Basic photography of collection materials.
- Maintain and organize collections records and files, both paper and electronic. This includes the reconciling of disparities between physical and electronic files.
- Undertake other assignments as designated by the Collections Manager/Registrar.

The Ideal Candidate Will:

- Be currently enrolled in or recently graduated from a graduate program in museum studies, curatorial practices, art history, or a related field.
- Ability to commit 2-3 days minimum a week.
- Knowledge of current practices and innovations in museum collections management.
- Knowledge of object care and handling best practices.
- Cataloguing and database experience is preferred.
- Comfortable working in tight spaces, lifting up to 50lbs, climbing ladders.
- Individual should have excellent verbal and written communication skills, must be organized, flexible, and able to work independently and collaboratively on multiple projects at once.
- Strong attention to detail is essential.

Application Procedure:

Please submit an internship application from the museum's website, resume, and cover letter to: collections@morrismuseum.org

Please note that due to the high volume of applicants we will only contact candidates whose qualifications and experience best fit the needs of this position.