

Collections Internship Position Description

Title: Collections/Registration Intern

Reports to: Emily Rainbolt, Collections and Exhibitions Assistant

Status: Unpaid Internship

Time: 2-3 days per week, semester-long (4-month) commitment

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

The Morris Museum enriches lives with exemplary exhibitions and performances of art, design, and science.

Position Summary

The Collections and Registration Intern will be an integral part of records digitization at the Morris Museum. This opportunity will allow the intern to gain practical, hands-on experience working directly with museum documents while learning proper filing and database procedures. The Collections Intern will work closely with the Collections Manager/Registrar and the Collections and Exhibitions Assistant on records cataloguing and data entry 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.
- 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:

- Currently enrolled in or recently graduated from a graduate program in museum studies, curatorial practices, art history, or a related field.
- Ability to commit 1-2 days minimum a week.
- Knowledge of current best practices in museum collections management.
- Cataloguing and database experience is preferred.
- 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 a résumé and cover letter to: collections@morrismuseum.org