

Collections Internship
Loudoun Museum
Leesburg, Virginia

Title: Collections Intern

Hours per week: unpaid, minimum 12 hours per week

Start date: August 15th 2018, **End date:** December 15th 2018

Education Requirements:

Enrolled in (or recent graduate) undergraduate degree program or graduate student.

Intern will have the opportunity to participate in a variety of activities, gaining hands-on experience and knowledge in a museum setting. Experience in a museum is not required, but candidate must have strong desire to learn.

Responsibilities:

Assist with inventory

Perform data entry into Past Perfect 5.0 and Excel

Maintain physical object and loan files, record-keeping

Photograph objects and manage object image files

Tag and number objects

Write descriptions of objects

Assist Museum Director and Program Director with other projects, as needed

Requirements:

Highly organized and detail oriented

Willingness to learn and practice museum standards

Ability to work as a team and independently

Proficient in Microsoft Excel

Excellent hand-eye coordination

Ability to stand or sit for long periods of time; lift/move 40 pounds

Reliable transportation. Must be able to drive to off-site storage, as needed.

Desire to work in museums

To apply:

Send Resume/Cover Letter to ksheely@loudounmuseum.org by July 15th 2018