



Internship Announcement

Position: **Collections Intern, Fall 2023**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately twenty hours per week.

Position Summary: MIM seeks an intern to assist in day-to-day tasks in the Collections department. This position would assist in current projects including object inventory, filing of Registration materials, and assist with exhibit installations. The Collections Intern reports to the Exhibits Manager and is part of the Curatorial and Collections team.

Duties:

- Assist with object inventory and input information in the collections database (TMS)
- Organize new objects in collections storage
- Pull files from Registration, scan all documents, and organize into electronic folders
- File new acquisition documents into Registration file cabinets
- Assist with other duties and projects as needed

Qualifications:

- Current student enrolled in an accredited degree program, or a recent college graduate
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- Able to work both independently and with supervision
- Well organized and able to manage details efficiently
- Able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Must excel in a team environment

Educational Objectives:

- Gain professional experience at a world-class nonprofit organization
- Gain experience with Collections and Registration processes
- Become familiar with nonprofit, specifically museum, administration practices

For more information, please visit our website at MIM.org

Qualified candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=468667&source=CC2&lang=en_US