



Summer 2011 Internship

Collections Department

Title: Collections Intern

Number of positions: 1

Compensation: \$3000 stipend. No housing provided.

Time Commitment: 10 weeks, 40 hrs per week M-F, Closed 4th of July.
June 9- August 12, 2011

Project: The Intern will play an essential role in improving the documentation of the Museum's collection. The Intern will process the museum's Doll House Accessory collection currently in storage. This involves cataloging the objects, physical numbering, digital photography, packing objects for storage and entering information into Past Perfect. Intern will identify and correct numbering issues, conduct research in museum files to verify sources, record any known provenance and create box lists for object tracking. Intern will make deaccession recommendations to collections department based on established criteria and participate in all Collections Committee activities.

Supervision: Intern will be supervised by Registrar Calleen Carver.

Qualifications: Seeking a motivated, organized, self starter who is currently enrolled in a museum studies program or who has previous museum experience. Knowledge of Past Perfect preferred, but not required.

Resume and cover letter due by April 8, 2011

Please send application materials to:

Kristie Dobbins, Curator
Toy and Miniature Museum
5235 Oak Street
Kansas City, MO 64112

or dobbinsk@umkc.edu

