

Position Title	Collections Intern	Department	Museum
Residency Requirement	No	Position Type	Intern
Subject to Recall	No	Shift Work	No
FLSA Status	Non-exempt (Hourly)	Union Status	Non-Union
Supervision Received	Receives immediate supervision from Curator of Collections/Program Director	Supervision Exercised	None

DESCRIPTION OF WORK

Assist moving collections. This person will lift, move, clean, photograph, rehouse, and document location of artifacts in storage; create and update appropriate records in the museum software database, PastPerfect; and assist in other tasks related to moving the collection to its new location.

QUALIFICATIONS

- Ability to organize and use keyboard for data entry; ability to be physically active for long periods of time; and ability to lift 50 pounds.

ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Move, organize, rehouse, and document location of artifacts in storage.
- Clean objects, such as paper, textiles, wood, metal, glass, rock, pottery, and furniture, using vacuum, brushes, or solvents.
- Photograph objects for documentation.
- Perform general administrative duties such as filing, copying, running errands, and general data entry.
- Enter information about museum collections into computer databases. Maintain records, logs and reports.
- Maintain equipment, materials, and supply inventories required for the project.
- Performs related duties as required or assigned.

REQUIRED KNOWLEDGE AND ABILITIES

This position requires knowledge, skill or the ability to obtain skill in the following areas:

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationship with those contacted in the course of performing work.
- Ability to accurately record on paper and computer.
- Ability to withstand rigorous physical activity for long periods of time.
- Ability to use hands and arms in a wide range of motions and dexterity.

EQUIPMENT

Proficiency in the use and operation of equipment including, but not limited to, the following items listed below. The omission of specific items does not exclude them from the position if they are similar.

Tools

Computers, photocopiers, scanners, cameras

Technology

Database software – PastPerfect

Electronic mail software – Microsoft Outlook

Office suite software – Microsoft Office

Spreadsheet software – Microsoft Excel

Word processing software – Microsoft Word

ENVIRONMENTAL CONDITIONS (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)

Acidic, harsh or oily substances	occasionally
Chemicals or hazardous waste	occasionally
Contaminants (pollutants, gases, dust or odors)	occasionally
Electrical hazards	occasionally
Fumes or airborne particles	occasionally

Hazardous conditions	occasionally
Minor burns, cuts, bites or stings	occasionally
Outside weather conditions	occasionally
Toxic or caustic chemicals or chemical spills	occasionally
Vibration	occasionally
Wet and/or humid conditions	occasionally
Computers and monitors	frequently
High or precarious places	occasionally
Moving mechanical parts	occasionally
Moderate noise levels that may change to high noise levels	

PHYSICAL REQUIREMENTS (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)

Sitting	occasionally
Standing	frequently
Walking	frequently
Change of position	frequently
Reaching (extended hands/arms)	frequently
Reach across midline	frequently
Handling (holding, grasp, seize, turn)	frequently
Fingering (pinch, pick, type)	frequently
Feeling	frequently
Crouching	occasionally
Crawling	occasionally
Balancing	occasionally
Stooping (bend at waist)	frequently
Kneeling	occasionally
Climbing	occasionally
Talking	frequently
Hearing	frequently
Tasting or smelling	occasionally
Near Vision	constantly
Far Vision	constantly
Depth Perception	frequently
Color Distinction	constantly
Field of Vision	constantly

MACHINE CONTROL OPERATION (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)

Arm – Hand	occasionally
Simple grasp	occasionally
Firm grasp	occasionally
Fine manipulation	occasionally

LIFTING (Occasionally 1%-33%, Frequently 34%-66%, Constantly 67%-100%)

Lifting/Lowering (waist level)	50 lbs frequently
Lifting/Lowering (chair to floor)	50 lbs frequently
Lifting/Lowering (above shoulder)	25 lbs occasionally
Carrying	50 lbs frequently
Pushing/Pulling	50 lbs frequently