

# Museum Collections Intern



**INCUMBENT:** Vacant  
**REPORTS TO:** Registrar/Collections Manager  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-Time, Hourly, Temporary  
**DATE:** TBD

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## DESCRIPTION

The Museum Collections Intern assists with cataloging artifacts and artifact management, supporting our effort to gain intellectual control over the National Corvette Museum (NCM) artifact collection in pursuit of our goal to seek American Alliance of Museum Accreditation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process three-dimensional artifacts using accepted museum handling procedures and catalog using PastPerfect software.
- Assist with artifact inventorying, condition reports, and location tracking.
- Use preventative conservation techniques in organizing, rehousing, and moving artifacts.
- Assist collections and exhibits staff with artifact installation in exhibits, as applicable.
- Assist in pest management and housekeeping as part of collections care.

## EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in history, library sciences, museum studies, public history, or related field.

## QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Effective written and oral communication skills with a high attention to detail.
- Ability to understand, interpret, and research museum concepts.
- Ability to follow through on assigned tasks with limited supervision.
- Attention to detail and ability to edit and proofread.
- Excellent time management and organizational skills.
- Computer proficiency in Windows environment.
- Openness to continuing learning and upgrading of skills.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to stand and/or walk for extended periods of time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 25 lbs.