



3225 Fourth Street, Jackson, MI 49203 • 517.787.2320 • www.ellasharp.org

Collections Intern

The Ella Sharp Museum is pleased to offer internship opportunities for qualified post-secondary students as well as those between degree programs to intern in various museum divisions throughout the year. No stipend is offered for these internships. Students are responsible for arranging academic credit with their sponsoring institutions.

We are currently seeking a Collections Intern. Responsibilities for this position are as follows:

- Assist with collections record keeping and data entry
- Assist with the collection inventory
- Help affix accession numbers to objects, using proper museum standards
- Learn to properly handle artifacts and archival materials
- Participate in museum festivals, events, and exhibits
- Other related duties as assigned

Qualifications:

- Applicant must be detail oriented, able to accurately follow instructions, and able to use good judgement in executing proper handling of artifacts
- Excellent skills in research, writing, communication, and basic computer knowledge is required
- Applicant should hold an interest in research and working with the collections database
Past Perfect

Time commitment:

15-20 hours per week

Monday- Friday

January 23, 2017 – April 13, 2017 (12 weeks)

To apply, email a cover letter and resume to the Volunteer and Membership Coordinator, Jena Smoyer, at jenas@ellasharp.org, by December 1, 2017.