

VALDEZ MUSEUM PAID INTERNSHIP

FUNDED BY THE MUSEUMS ALASKA COLLECTIONS MANAGEMENT FUND

THE VALDEZ MUSEUM & HISTORICAL ARCHIVE, IN VALDEZ, ALASKA IS OFFERING A PAID 8-WEEK INTERNSHIP IN COLLECTION MANAGEMENT FOR THE SUMMER OF 2018. THE FOCUS OF THE VALDEZ MUSEUM INTERNSHIP WILL BE THE SYSTEMATIC RE-CATALOGUING OF ARTIFACTS IN THE MUSEUM'S COLLECTION. THE INTERNSHIP PROVIDES A STIPEND OF \$4,000 TO COVER TRAVEL AND HOUSING.

Qualified applicants will have collection management experience and be enrolled in a Museum Studies program at a master's-degree level or higher. **Applicants must submit the following: a cover letter, two letters of recommendation, college transcript, and résumé.**

Collections management activities:

- Catalog and inventory in PastPerfect
- Accession of items found in collections
- Documentary photography of each item
- Condition-assessment of each item
- Cleaning of items when needed
- Re-house and/or stabilize items
- Update home location codes for each item
- Consolidation of like items in storage

Interns will be expected to provide feedback and expertise regarding other aspects of collection management as needed.

Interns may also be requested to learn and perform professional museum functions on an as-needed basis, including but not limited to: exhibit fabrication and production, artifact research, and basic conservation.

Please send all inquiries to: **Patricia Relay, Executive Director, Valdez Museum & Historical Archive, P.O. Box 8, Valdez, Alaska 99686, (907) 835-2764, prelay@valdezmuseum.org.**

SUMMER 2018

TIMELINE:

Application posted
December 13, 2017

Applications due
January 15, 2018

Applicant interviews
mid-February 2018

Selection of applicant
March 1, 2018

Contract signed
April 1, 2018

Applicants will start
first week of
June 2018