



Collections Department
650 W. Washington Street
Indianapolis, IN 46204
317.232.1637

Collections Management Internship Description

Title: Collections Management Intern

Supervisor: Traci Cromwell

Position Purpose:

To assist curators with cataloging incoming artifacts for the collection and with upcoming exhibits for 2026.

Key Responsibilities:

- Update database with artist biographical information where it is outdated or missing
- Assist with Steele Centennial project and Flowers Forever exhibitions
- Organize artist files
- Catalogue incoming artifacts for collection database

Qualifications and Required Skills:

- Must be a graduate student in a museum related program

Position Shift:

Intern and internship supervisor will plan schedule upon acceptance of the position. Hours will occur Monday through Friday between 8 a.m. and 5 p.m. Hours per week are negotiable and could range from **5-25 hours per week** as agreed upon with student and/or advisor and availability. This is a non-paid internship.

Position Evaluation:

A final evaluation at the end of the internship is available upon request. A mid-term evaluation is available, if desired, required or warranted for the internship.

Benefits:

- Free one year membership after completion of 40 service hours
- IMAX Theater discounts
- Discounts at ISMHS gift shops and restaurant
- Free educational opportunities, and occasional optional day trips
- Invitations to members-only events

Start Date: September 2, 2025 (Negotiable)

End Date: December 5, 2025 (Negotiable)

How to apply: Complete **application** [here](#) and send **resume** to:

Emily Grant
Volunteer and Intern Service Manager
egrant@indianamuseum.org