



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

Archaeology Collection Internship Description

Title: Archaeology Collection Intern

Supervisor: Gail Brown

Position Purpose:

The Indiana State Museum & Historic Sites is home to a large collection of archaeological material recovered from throughout the State of Indiana. The goal of the Archaeology Collection Intern is to help cull, organize, research, and prepare the collection so it is easier for researchers to access and utilize.

Key Responsibilities:

- Ensure each individual collection is completely inventoried
- Using the museum's Culling Guidelines, evaluate objects from each individual collection for culling and deaccessioning
- Document through inventories and photos all material slated for deaccessioning
- Evaluate and select objects to highlight from remaining collection and create individual records within digital database. Interns may need to research these objects to obtain a better understanding of them
- Update all digital records to reflect any changes
- Write short summary descriptions of the collections that highlight the materials they contain

Qualifications and Required Skills:

- Working towards a bachelor's or master's degree
- Basic knowledge of archaeological methods and practice
- Basic knowledge of material culture
- Basic understanding of museum collections management
- Natural sense of curiosity and willingness to learn on their own
- Not afraid to ask questions from fellow interns, staff, or volunteers
- Research skills and the ability to produce accurate information
- Excellent writing skills a plus
- Ability to meet deadlines
- Ability to work with others on a variety of tasks
- Manage projects with the ability to prioritize activities and accomplish them
- Ability to accept critical suggestions and respond effectively to evaluations
- Competent business skills: telephone etiquette, writing business letters and contracts, spelling and grammar
- Strong organizational, critical, and detailed thinking, analysis, and networking skills
- Ability to maintain a professional appearance and attitude
- Ability to pass a basic security background check



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Position Shift:

Intern and internship supervisor will plan schedule upon acceptance of the position. Hours will occur Monday through Friday between 9 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
- Recommendation letters from staff and documentation of hours served
- Free educational opportunities, and occasional optional day trips
- Invitations to members-only events

Start Date: Negotiable

End Date: Negotiable

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

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