Indiana State Museum & Historic Sites
650 W. Washington Street
Indianapolis, IN 46204
317.232.1637

Collections Internship Description

Title: Collections Internship
Supervisor: Gail Brown

Position Purpose:
The Indiana State Museum & Historic Sites is home to a large collection of over 500,000 objects that reflect both the natural and cultural history of Indiana. The collection began in 1862 and has greatly expanded ever since. The collections intern will assist in helping museum staff organize and care for the cultural history collections.

Key Responsibilities:
- Ensure each individual collection is completely inventoried.
- Working with collection management and curatorial staff, identify objects for potential deaccessioning.
- Document through inventories and photos all material slated for deaccessioning.
- Evaluate individual records within digital database (Argus).
- 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 museum collection methods and practice.
- Basic knowledge of material culture, history, anthropology, etc.
- 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.

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- Ability to pass a basic security background check.

Results to Produce:
Ideally interns will create multiple of the following; however, it will depend upon the size of the collection(s) they are working on.

- Collection inventories.
- Deaccessioning lists.
- Multiple records within the digital database.
- Summary descriptions of collections.
- Rehousing objects in new locations.

Difficulty of Work:
Interns must be able to effectively handle multiple tasks and keep track of details. Interns should be prepared to climb stairs and ladders to retrieve stored material. Individuals should be able to lift boxes weighing up to 25 pounds. Most work will involve sitting at a desk, examining artifacts, and working on a computer. If candidates cannot meet some of these physical demands, special considerations/arrangements can be made.

Working Conditions:
Interns will be working within the collection's storage areas at the Indiana State Museum, and at a desk within a cubicle. The space can be cold at times.

Position Shift:
Intern and internship supervisor will plan schedule upon acceptance of the position. Ideally candidates can be available for the following months: January – May. They can extend their time at the museum; however, at a minimum they need to be available for four months. Due to space and computers, we will need to set a regular schedule. Schedules should fall within M-F, 9:00 – 4:00. 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.**

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

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- Free educational opportunities, and occasional optional day trips
- Invitations to members-only events

Start Date: January 11, 2027 (Negotiable)
End Date: May 14, 2027 (Negotiable)

How to apply: Complete **application** here and send **resume** to:

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