

INTERNSHIP description

Agency: **Museum of the Cherokee in South Carolina**

Address: 70 Short St, Walhalla, SC 29691

Title: Collections Intern

Job Type: Part-time

Personal Car Mileage @ \$0.57.5

Normal Work Schedule: Thursday – Saturday (11:00am – 4:00pm)

The Museum of the Cherokee in South Carolina is seeking a knowledgeable and current student with a passion for Cherokee history and visual culture to join our team. The Museum's artifact collection focuses on the Cherokee's culture and history.

Collections Intern Responsibilities will include:

- Researching and maintaining the collection, including artifact selection, conservation, and storage.
- Developing display designs and incorporating collections where appropriate.
- Consulting with the director and curator regarding museum planning, collections management, and any new developing ideas.
- Helping to organize, log and maintain records of artifacts within the PastPerfect Software.
- Learning knowledge of standard museum practices including object handling and environmental requirements within a museum.
- Producing and digitization of images for displays.
- Providing help to the general public as needed to serve the mission of the museum.
- All other duties as assigned.

Minimum and Additional Requirements: Applicants for the position should have the following qualifications:

- Ability to maintain working relationships with a diverse group of people.
- Flexibility and adaptability, including a willingness to take positive action in a changing environment and to effectively analyze situations and problem solve.
- Demonstrated ability to work under deadlines.
- Excellent time management, organizational, and prioritization skills, with strong attention to detail and follow-through.
- Excellent oral and written communication skills, including an ability to develop presentations and display panels.
- Must be self-motivated and exercise creativity.
- Intermediate to advanced knowledge of MS word and excel.
- Intermediate to advanced knowledge of social media.

Minimum Requirements:

- Enrolled in an accredited institution with a focus on history, administration, museum studies, or fine arts.

Application Procedure:

- **Please submit a cover letter and a resume to: lutherlyle@bellsouth.net**