

THE JEWISH MUSEUM

INTERNSHIP DESCRIPTION FORM

DEPARTMENT: Collections &
Exhibition

SCHEDULE: 2 days per week

FLSA STATUS: Unpaid

POSTING DATE: February 2010

SUPERVISOR: Collections Manager

START DATE: Spring 2010

POSITION SUMMARY:

The Collections & Exhibitions Department of The Jewish Museum is offering an exciting internship for a college junior or senior or graduate student. The intern will provide administrative and art handling support to the Collections Department. This is an excellent opportunity for someone who is looking to pursue a career in the museum field and to observe the inner workings of a Collections Department. The internship will provide experience and hands-on training working with the most commonly used museum collections database software, TMS. It will also present the unique opportunity to work directly with art objects and to learn how museums organize and document their collections.

The intern will receive a museum identification card that allows for free admission to other museums and various discounts.

ESSENTIAL JOB FUNCTIONS:

- Assist Collections staff with clerical duties that include filing, document researching, and photocopying.
- Enter and edit data in TMS following the guidelines set forth in The Jewish Museum's Data Dictionary.
- Working one day a week at the Museum's offsite storage facility to assist the Storeroom Coordinator with a large-scale coin inventory project, including handling and identifying objects.
- Other projects as assigned.

JOB QUALIFICATIONS:

- College junior or senior or graduate student preferred
- Have an interest in museums and/or art collections
- Computer savvy with data-entry abilities
- Art handling experience a plus
- A strong attention to detail, meticulous, and possess excellent communication skills

Send Resume with Cover Letter To:
Director Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: Interns@thejm.org
Fax: 212-423-3232

The Jewish Museum is an equal opportunity employer.