

Historic New Harmony

Collections Internship – 2024

The Collections Internship is centered around the ongoing inventory of Historic New Harmony's collection and learning about best practices for handling and managing artifacts. This intern will work with the Collections Manager to update artifacts, improve catalog records using PastPerfect museum software, and assist with various collections projects and exhibit installations as needed.

Responsibilities

- Inventory artifacts housed in collections storage and on display in Historic New Harmony's buildings and sites.
- Enter data into the PastPerfect collections database.
- Ensure that artifacts have records in PastPerfect and are associated with their correct identification numbers.
- Properly label artifacts using appropriate techniques.
- Create barcode labels for artifacts.
- Write condition reports for artifacts.
- Note housing issues and work with the Collections Manager to provide better enclosures.

Qualifications

- Willingness to learn and work in a team environment; handle multiple tasks at once; adhere to deadlines.
- Great organizational skills, patience, and strong attention to detail.
- Excellent verbal and written communication skills.
- Intern must be available to work at least 10 hours per week in New Harmony, Indiana.
- Open to college undergraduates, recent graduates, or graduate students with an interest in history, art history, museums, or fine arts. Other majors are welcome to apply, but please indicate in your cover letter how this internship relates to your degree or career goals.

Pay Rate

\$7.25/hour

How to Apply / Questions about Internships

For USI students, complete an internship application through Career Launch on the USI Career Services and Internships website: usi.edu/career-services.

Please contact Heidi Taylor-Caudill, Collections and Community Engagement Manager, at hltaylorca@usi.edu if you are a student with another college or university, or a recent graduate, or if you have questions about internships with Historic New Harmony.