



Museum Internship – collections management

Job Title: Collections Management Intern

Contact Information:

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To apply, submit cover letter and résumé by mail, email or in person.

Expectations:

- Conduct oneself in a professional manner
- Arrive on time on scheduled days or give appropriate notice when unable
- Meet deadlines and follow through with all commitments and tasks
- Ask for clarification and help when needed
- Create, in concert with supervisor, a flexible work schedule so that university requirements are met
- Demonstrate a willingness to learn about the Holocaust, other genocides, and issues of discrimination, social injustice, and human rights.

Projects: Our goal is to provide the collections management intern with meaningful learning experiences. Intern will gain experience in archival and collections management, museum practices and administration, and exhibit development at the New Mexico Holocaust Museum and Gellert Center for Education. Interns will play a key role in the organization and preservation of museum collections.

Duties and responsibilities:

- Provides exhibition, research, and administrative support for the collections department. This assistance is provided through the care, display, interpretation and publication of the permanent collection, as well as the development and implementation of special exhibitions.
- Assists with the organization and maintenance-of legal and administrative documents, files, and finding aids associated with collections.
- Assists in creating new, and updating existing, catalog records in the collection management system (Past Perfect).
- Assists in all tasks related to museum collections management including accessions, deaccessions, cataloging, inventory, insurance, storage, copyright, and requests for rights of reproduction.