

Purdue Galleries
Collections Management Intern
Job Description

Job title: Collections Assistant

Purpose of Internship: to assist the collections/facilities manager with updating and maintaining information related to Purdue Galleries' collection.

Job Responsibilities:

1. Assemble, record and pack/unpack interdepartmental loan records.
2. Maintain locations of objects.
3. Maintain and record information in the CMS program as directed.
4. Assist with inventory as needed.
5. Assist with installation/strike of exhibits.
6. Maintain collections facilities through dusting and sweeping as scheduled.

Goals:

1. Complete data entry of records into collections management system.
2. Complete inventory that includes:
 - a. Identifying missing objects.
 - b. Verify/reconcile locations for present objects.
 - c. Review conditions of objects.
3. Support of exhibition schedule.