

**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. Describe and record information in database, including but not limited to:
  - a. Locations
  - b. Descriptions
  - c. Condition reports
2. Assist/reconcile inventories.
3. Assemble, record and pack/unpack interdepartmental loan records.
4. Assist with unpacking/packing loaned objects/works of art.
5. Assist with installation/strike of exhibits.
6. Assist with preventative conservation, including but not limited to:
  - a. Matting works of art on paper
  - b. Rehousing objects
  - c. Housekeeping
7. Other duties as assigned.

Goals:

1. Provide intern with experience in the following:
  - a. Expose interns to professional careers available in a museum environment, such as, registration, research and exhibition.
  - b. To provide the opportunity to work as a team toward accomplishing a goal set in the future.
  - c. To provide interns with a set of skills to apply beyond graduation, such as:
    - i. The language of number-tracking systems
    - ii. Implementing and reconciling inventories
    - iii. Writing skills via descriptions, condition and research reports
    - iv. Submitting detailed research
    - v. Rationalizing stewardship responsibilities with conflicts of interest
    - vi. Critical thinking related to physics, logic and research
    - vii. Care and handling of works of art, exhibition furniture and moving equipment
2. Provide Purdue Galleries with the human resources necessary to steward/manage a collection and exhibition duties during the course of the academic year.