



Collections Internship Description

Position Title:	Collections Intern	Position Duration:	Spring 2022 (starting in January)
Reports to:	Leslie Ochoa, Director of Collections		
Location:	Witte Museum (3801 Broadway, San Antonio, Texas) and/or Witte Repository		

About the Witte:

The Witte Museum is where Nature, Science and Culture meet. Through the lens of Texas Deep Time, the Witte explores the histories of millions of years ago, thousands of years ago and hundreds of years ago. Themes of land, sky, and water weave through the museum and enliven the Witte's educational offerings. Only at the Witte can visitors see the dinosaurs that roamed along the shallow seas that would become Texas, understand the People of the Pecos and other hunter-gathering societies, travel through courageous and contentious histories, and see the value of land stewardship through the abundant flora and fauna on the expansive lands of Texas. The Witte Museum inspires people to shape the future of Texas through relevant and transformative experiences in nature, science and culture. www.wittemuseum.org

Internship Summary:

This internship will provide the interested party with a general understanding of collections care and management, registration methods, and museum best practices. The intern will be exposed to a wide-range of projects and tasks within the Witte Museum's Collections Department which oversees the museum's collection of over 320,000 artifacts in eight different collection areas. The intern will be someone who wishes to gain insight into collections work within a museum setting.

Summary of Responsibilities:

Typical tasks include assisting the Collections Team with the following:

- Processing incoming accessions, including cataloguing and marking objects
- Preventative conservation and collections care of objects
- Creating condition reports for incoming and/or outgoing loans
- Creating records using the collection management database, Re:Discovery Proficio
- Rehouse small collections by creating storage mounts or solutions
- Installing and/or deinstalling temporary exhibitions

Required Qualifications:

- Enrolled in an undergraduate or graduate degree program at an accredited institution in museum studies, history, anthropology, or related field.
- Excellent verbal and written communication skills.
- Exhibit attention to detail, precision in execution of work, and critical thinking skills.
- Ability to work independently or collaboratively with others.
- Interested in or has an understanding of museum best practices and standards.
- Understanding of collection management databases, particularly Re:Discovery Proficio.

Hours per week:	15-20/work week	Compensation:	Nonpaid (for course credit)
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How to Apply

Interested parties should complete the Internship Application on the Witte Museum website (<https://www.wittemuseum.org/intern-application/>) and include a cover letter which includes how one's interest, skills, and experience combined qualify one for the internship and how the internship fits into your academic and/or career goals along with a resume by December 1, 2021.