



Collections (Hertzberg) Internship Description

Position Title:	Collections Intern	Position Duration:	Summer 2024 (June-Aug 2024)
Reports to:	Hannah Haney, MA, Registrar; Leslie Ochoa, MA, VP of Collections		
Location:	Witte Museum (3801 Broadway, San Antonio, Texas 78209)		

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; learn about the first people who lived in what is now Texas; experience courageous and contentious Texas history, 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 deep understanding of collections care and management, registration methods, and museum best practices. The intern will be focused on fully cataloguing the Hertzberg Circus Collection, researching into accession records for provenance, and creating records in the collection management database Re:Discovery Proficio.

Summary of Responsibilities:

Typical tasks include assisting the Collections Team with the following:

- Unpack artifacts, identify, and assess condition.
- Capture catalogue information as well as digital images of each object.
- Determine any conservation or cleaning needs, under the guidance of supervisors.
- Create object records in the collections management database Re:Discovery Proficio.
- Research objects within the collection records, confirming individual catalog numbers and/or provenance in accession records.
- Assist with other projects, such as exhibition installation or deinstallation, as needed.

Required Qualifications:

- Enrolled in a graduate degree program or an undergraduate accredited institution in museum studies, history, anthropology, or related field.
- Familiarity with current museum collection management, methods, and best practices, including cataloguing, object handling, and object photography
- 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.
- Understanding of collection management databases, particularly Re:Discovery Proficio.

Hours per week:	25-30/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 resume and 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 by May 1, 2024.