



Smithsonian

Museum Conservation Institute

Spring 2023 Collections Internship

(Paid)

The Smithsonian's Museum Conservation Institute (MCI) is the center for specialized technical collections research and conservation for the Smithsonian museums and collections. MCI holds research collections and oversees regular movement of objects and samples from institutions utilizing MCI's services. In 2019 MCI began the process of creating its Collections Management Policy. This led to the implementation of TMS for management of collections, research of storage options, and development of collections management procedures.

MCI is looking for a Spring intern (January to May) to engage in a learning opportunity geared toward understanding collections management and registration methods. This internship will primarily be onsite at MCI, located at the SI Museum Support Center in Suitland, MD (Metro and SI shuttle accessible).

Projects will include assisting with:

1. Database clean-up
2. Cleaning up project/object related files
3. Sorting, researching, and documenting abandoned collections
4. Cataloging MCI collections

Required Skills:

1. General understanding of museum collections information systems (TMS preferred)
2. General knowledge of museum collections management and registration
3. Self-motivated and able to be proactive with communication on project updates and timelines.
4. Detail oriented

Learning Objectives:

The intern will learn to integrate legacy files into TMS; this will include, but is not limited to, creating TMS records, adding project detailed information, updating file names to MCI standards, and working with SI's Digital Asset Management System (DAMS) to import information.

Through this internship the intern will receive direct mentorship from the Preventive Conservator and Collections Manager. While the intern may have an academic understanding of

collections management and registration, they will learn how to develop feasible collection management protocols in an institution. A critical aspect of their learning will be understanding the realities of collections stewardship practice within an organization without a permanent collection. The internship will serve to further develop critical thinking skills in adapting collection management practice to a conservation and scientific research setting. CIS records entered by the interns will be quality checked by the contract collection manager, and feedback given to ensure they have a deep understanding of the process. Further, the intern will learn about networking and the breadth of communication and collaboration required for large projects in large institutions (including, but not limited to: Administration (Director, Deputy Director, Department Heads), Scientists and Researchers, Conservators, Information specialist, Collection managers (MCI and SI), data managers (CIS/TMS, DAMS, Sidora, etc.), National Collections Program, and Office of General Counsel). The interns will learn how to make and give professional presentations at the conclusion of their project.

Interested candidates should send to Becky Kaczowski at kaczowskir@si.edu a resume and a two (2) page essay that addresses what they hope to accomplish through an internship, and how it would relate to their academic and career goals. Please write "Spring Internship" in subject line for attention.

Deadline for applications: December 2, 2022

Stipend: \$8,000 (400 hours)

This is a 10-week full-time internship, but the hours and stipend can be prorated for a part-time intern at 25 hours per week for a total of 16 weeks.