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http://www.atsu.edu/museum/

**Internship:** Collections Intern

**Museum Overview:**

The Museum of Osteopathic Medicine℠ and the International Center for Osteopathic History are dedicated to preserving the heritage of osteopathic medicine. Its mission is to “preserve and promote the history and tenets of osteopathy through collections and research to a global audience”. The collection of over 60,000 artifacts traces the roots of osteopathy, beginning with its founder, Dr. Andrew Taylor Still, and his establishment of the first osteopathic medical school in Kirksville, Missouri to its growth into a worldwide profession.

**Position Description:**

Assist the Museum of Osteopathic Medicine’s Registrar with inventory and cataloging the institution’s collection. As necessary, the Collections Intern will support the Registrar with other collection management projects.

**Position Responsibilities:**

* Enter accession and donor information for objects in the collection not already entered into the museum’s collections management software *PastPerfect*
* Update old records already in *PastPerfect*
* Correlate all items with correct paper and database files. If these files do not already exist, create said file
* Ensure all objects are properly marked with old and new accession numbers
* Digitally photograph or scan each object and add images to *PastPerfect*
* Improve storage conditions where practical and note storage location for each object in *PastPerfect*

**Position Details:**

Duration/Hours: 12 weeks; 35 hours per week

Pay: $3,000 stipend (before taxes)

Start Date: May 19th, 2014 (flexible)

**Position Requirements:**

Bachelor’s degree or intended graduation with a focus in Museum Studies, History, or related field; Master’s degree preferred; strong attention to detail; ability to handle large workloads and meet deadlines; and ability to work well alone and in a group. Optional, but preferred: museum registration and/or inventory experience, as well as familiarity with *PastPerfect* collections management software.

**Application Deadline:** March 3rd, 2014. Final selection will be made by April 1st.

**Application Details:** Send hard or electronic copy of a cover letter and resume to:

The Museum of Osteopathic Medicine

Attn: Anna Mullen

Museum of Osteopathic Medicine

800 West Jefferson

Kirksville, MO 63501

amullen@atsu.edu

Questions about the position may be directed to: amullen@atsu.edu