



Museum Collections Internship Spring/Fall 2012

The International Women's Air & Space Museum houses an extensive collection of artifacts and memorabilia focusing on women in air & space. The collection is constantly growing and we are in need of an individual with strong organizational skills to help keep our collection database current and up to date.

Duties

- Sort retrieval boxes of material.
- Sort items by date/event.
- Organize materials into archival sleeves and folders.
- Accession collection items.
- Photocopy pictures and file by individuals/date/event.
- Locate already accessioned items and add to digital database.
- Create a finding aid to specific collections.

Requirements

- Able to dedicate at least 2-4 hours a week, create your own schedule.
- History or Museum Studies student; open to Undergraduate and Graduate students.
- No experience required.



Submit Resume to:

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