



GASTON COUNTY MUSEUM

COLLECT. PRESERVE. EDUCATE.

Internship, Museum Collections

Gaston County Museum of Art and History
Part-Time Internship

Description:

The Gaston County Museum of Art and History seeks interns for the Collections Department. Collections interns may be responsible for inventorying, cataloging, and processing the archives and photo negative collections. Additional duties may include cleaning, photographing, and rehousing artifacts. This position may equip candidates with experience using PastPerfect Museum Software, accessioning, processing and preserving archives, museum object handling, basic preservation skills, and an immersive work experience. Interns will work directly alongside the Museum Registrar.

The successful candidate will be detail oriented, organized, and able to work independently and with a team. Willingness and proficiency with data entry is essential. A strong sense of self-motivation is key. The intern must be able to work with and meet deadlines, lift up to 30 pounds, and climb stairs and ladders. Preference will be given to candidates wishing to pursue a career in museums or archives. Knowledge of PastPerfect Museum Software is a plus.

Time Requirements & Location:

Intern will report to the Gaston County Museum of Art and History in Dallas, NC. Interns are encouraged to complete 8-10 hours a week for a total of 120 hours per semester. Total hours for internship, and/or course credit will be determined by the Curator and Intern in conjunction with the Intern's education institution.

Application Process:

Interested applicants should send a resume, letter of recommendation, and a cover letter indicating why they want to do their internship at the Gaston County Museum and what they hope to gain from the experience. Applications should be emailed to:

Markecia Koulessar, Registrar

Markecia.Koulessar@gastongov.com

Additional questions or inquiries may be directed to:

Markecia Koulessar, Museum Registrar

704-922-7681 x. 107

Markecia.Koulessar@gastongov.com