



GASTON COUNTY MUSEUM

COLLECT. PRESERVE. EDUCATE.

Internship, Collections and Curatorial Department

Gaston County Museum of Art and History
Part-Time Internship

Description:

The mission of the Gaston County Museum is to interpret the art and history of Gaston County and the region through education, preservation, and collection. The Collections and Curatorial Internship focuses on inventorying, cataloging and processing the museum's archives and photo negative collections. The internship will equip candidates with experience using PastPerfect Museum Software, accessioning, processing and preserving archives, basic construction skills, exhibit design and installation, and an immersive work experience. Interns will work directly alongside the Museum Registrar and the Museum Curator.

Qualifications:

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 Registrar and Intern in conjunction with the Intern's education institution.

Application Process:

Interested applicants should send resume, letter of reference, and a one page cover letter detailing their interest in museum education, and what they hope to gain from the internship experience to Assistant Director, Alexandra Pizza at Alexandrea.Pizza@gastongov.com