Artifact Collections Intern

**Internship Supervisor:** Linda Moore, Collections Curator

**Compensation:** non-paid, for college credit

**Duration:** 2020 Spring Semester (January-April)

**Frequency and Hours:** Interns generally work 10 hours in a week, on a schedule determined at the beginning of the internship, but the hours must fit between 8:00 am to 5:00 pm Mondays through Fridays

**Type of Internship:** Artifact/Material Culture Collections Management and Care

**Skills Learned:**

- Practical hands-on artifact accessioning experience
- Creation of artifact records
- Knowledge of collections management software
- Handling practices of historical artifacts

**Qualifications:**

Applicants should currently be enrolled in a college program and have completed their freshman year of college. Internships taken for school credit require a supervising instructor. A letter signed by this instructor, the Collections Curator, and the student will outline the project, its duration, and how its success will be evaluated. Students with an interest in non-profit careers, museum studies, art history, anthropology, history, or similar are eligible. Applicants should have a strong attention to detail and meticulous work habits.

**Description of the Internship:**

Internships within the Fort Collins Museum of Discovery Artifact Collections usually focus on a specific collection, theme, object type, or material type. Collections interns start their project working with the Collections Curator to evaluate the state of their set of artifacts, their storage conditions, and their associated records. After determining a course of action they then work independently to edit and update the artifact records, and upgrade storage conditions as needed. This work usually involves taking photographs of the artifacts to add to their digital records. It may also involve historical research that will augment the artifact records.

**To apply:** Please fill out an application online [http://fcmod.org/jobs](http://fcmod.org/jobs)

Accepting applications through September 30th