



Processing/Cataloguing Internship

An internship focusing upon processing/cataloguing the art collection of the Albin Polasek Museum & Sculpture Gardens

The Albin Polasek Museum & Sculpture Gardens is seeking an energetic, creative and organized **Collections Intern** (10-12 hours per week, for 15 weeks, totaling 150-180 hours at the end of the semester, for 3 hours credit).

Candidates should be an undergraduate student of Junior standing or higher with major coursework towards a degree in History and must receive educational credit. Candidates will be asked to assist in the processing and cataloguing of information into the museum's collection's PastPerfect software system.

Qualified individuals, please send resume via e-mail to Debbie Komanski at dkomanski@aol.com and copy to info@polasek.org.

Debbie Komanski
Executive Director
Albin Polasek Museum & Sculpture Gardens
633 Osceola Avenue
Winter Park, FL 32789

POSITION DESCRIPTION:

Intern will work under the guidance of the Curator of Collections, Karen D. Loudon.

- Review and organize collection materials from archives.
- Work with Curator of Exhibits to determine accuracy of information.
- Assist with the entry of the information into the PastPerfect Collections program.

At the end of the semester, the intern will have a knowledge of one of America's leading sculptors, and about the role of the Albin Polasek Museum & Sculpture Gardens as one of Central Florida's cultural cornerstones. The Polasek is on the National Register of Historic Places, and Mr. Polasek was posthumously inducted as a Great Floridian and into the Florida Artists Hall of Fame. The intern will gain expertise regarding how museums research and catalogue their historical records. Students will receive hands-on experience in all aspects of collection research verification, including research, writing, content development, and exhibit entry of confirmed facts. Student will be required to work in The Polasek offices, our archives, Winter Park library archives and UCF archives, and must be willing to get dirty at times. Mid-term and end-of-term evaluations will be done by the Polasek supervisor and sent to the college or university supervisor. At the end of the semester, a presentation by the intern will be given to the supervisor and Polasek staff.

MINIMUM REQUIREMENTS:

A junior or higher with major coursework in history.