



## COLLECTIONS MANAGEMENT INTERN

The Orange County Regional History Center is seeking an energetic, creative and organized **Collections Management Intern** (10-12 hours per week, for 15 weeks, totally 150-180 hours at the end of the semester, for 3 hours credit). Intern may also work at an off-site storage facility located approximately 11 miles south of the History Center (Only available summer or fall 2010).

Candidates should be of Graduate status and MUST receive educational credit. Candidates will be asked to complete an on-site personal qualification test.

Interested candidates should send resume to

Cynthia Cardona Meléndez  
C/O Collections Internship  
Orange County Regional History Center  
65 East Central Boulevard  
Orlando, Florida 32801  
407-836-8559

### POSITION DESCRIPTION:

Intern will work on processing at least one special collection of moderate size in order to gain knowledge of working with material within a museum collection. Intern, with guidance from the Collections staff, will catalog the artifacts according to standard museum practices. The specific collection to be worked upon will be decided by Collections staff based upon staff needs and/or the intern's interests or program requirements. Intern may also assist with an exhibition installation, catalog material within the library's collection, and assist the Archivist and Collections Manager with various projects. A 10-15 page paper will be produced and presented at the end of the semester. In addition, a mid-term and end-of-term evaluation will be done by the History Center supervisor and sent to the faculty supervisor. A presentation to staff, faculty, and other interns will be made at the end of the semester.

### CANDIDATE MUST BE:

- Organized
- Able to work independently
- Knowledgeable of computers
- Possess verbal and written communication skills