

Collections Intern

Department: Collections

This intern will be assisting the **Collections Manager**, in the organization and cataloging of Poster House's various collections. The intern may be required to work offsite at the museum's conservation studio located in Long Island City.

RESPONSIBILITIES

The intern will be working with the Collections Manager on projects such as:

- Working in TMS (The Museum System) Collections Management to clean up data from the Living Archive, Women's March Archive and various other museum collections.
- Assist with organizing photo shoots of posters.
- Assist with moving out of our offsite Long Island City studio location to our onsite Storage and Collection space.
- Assist with the creation of condition reports for incoming or outgoing loans.
- Other project support, as needed.

QUALIFICATIONS

The ideal candidate for this role will have an interest and/or passion for detail-heavy work, collections and registration work, general art handling, re-housing objects, creating storage infrastructure, a keen eye for photographing objects, and ability to lift and carry items up to 40 lbs.

While this intern will be supervised by the Education Programs Manager, they will be introduced to the Poster House team within the first week as they will be closely interacting with many, if not all of our team members in some capacity. They will receive a Poster House email, access to the Poster House communication platforms, and will be encouraged to check in with the Education Programs Manager regularly throughout the internship, at intervals that work best for the team and the intern.

Poster House is a new and growing institution. We are a collaborative team and it is immediately reflected in our work culture. Interns will be invited to any All Staff and/or programming meetings and encouraged to contribute.

READY TO APPLY?

Apply via posterhouse.org/jobs.