



## Collections (Registration) Internship Description

<b>Position Title:</b>	Collections Intern	<b>Position Duration:</b>	Spring 2025 (Jan-April 2025)
<b>Reports to:</b>	Hannah Haney, MA, Registrar; Leslie Ochoa, MA, VP of Collections		
<b>Location:</b>	Witte Museum (3801 Broadway, San Antonio, Texas 78209)		

### About the Witte:

The Witte Museum is where Nature, Science and Culture meet. Through the lens of Texas Deep Time, the Witte explores the histories of millions of years ago, thousands of years ago and hundreds of years ago. Themes of land, sky, and water weave through the museum and enliven the Witte's educational offerings. Only at the Witte can visitors see the dinosaurs that roamed along the shallow seas that would become Texas; learn about the first people who lived in what is now Texas; experience courageous and contentious Texas history, and see the value of land stewardship through the abundant flora and fauna on the expansive lands of Texas. The Witte Museum inspires people to shape the future of Texas through relevant and transformative experiences in nature, science and culture. [www.wittemuseum.org](http://www.wittemuseum.org)

### Internship Summary:

This internship will provide the interested party with a general understanding of collections care and management, registration methods, and museum best practices. Under the supervision of the Registrar and the VP of Collections, the intern will assist with a grant-funded project to improve stewardship and museum registration, namely verifying catalog numbers, research into provenance and accession records, and data entry and other documentation of the museum's Texas History Collection. The intern will be someone who wishes to gain insight into museum registration work.

### Summary of Responsibilities:

Typical tasks include assisting the Collections Team with the following:

- Research objects within the Collections records, identified through the *We Are Texas* material culture review, confirming individual catalog numbers
- Research provenance in accession, donor, and object records
- Create records using the collection management database, Re:Discovery Proficio
- Assist with other projects, such as exhibition installation or deinstallation, as needed

### Required Qualifications:

- Enrolled in an undergraduate or graduate degree program at an accredited institution in museum studies, history, anthropology, or related field.
- Excellent verbal and written communication skills.
- Exhibit attention to detail, precision in execution of work, and critical thinking skills.
- Ability to work independently or collaboratively with others.
- Interested in or has an understanding of museum best practices and standards.
- Understanding of collection management databases, particularly Re:Discovery Proficio.

<b>Hours per week:</b>	<b>15-20 hours/week</b>	<b>Compensation:</b>	<b>Nonpaid (for course credit)</b>
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### How to Apply

Interested parties should complete the Internship Application on the Witte Museum website (<https://www.wittemuseum.org/intern-application/>) and include a resume and a cover letter which includes how one's interest, skills, and experience combined qualify one for the internship and how the internship fits into your academic and/or career goals by November 22, 2024.