

Museum of the South Dakota State Historical Society

900 Governors Drive
Pierre, SD 57501



Position Title: Museum Collections Intern
Summer/Fall 2019

The Museum of the South Dakota State Historical Society, located at the South Dakota Cultural Heritage Center in Pierre, South Dakota, collects, preserves and interprets the rich heritage and complex history of South Dakota. The museum provides a regular program of exhibits, educational programming and special events including outreach programs that include traveling exhibits and mobile education kits. The museum includes a collection of over 30,000 artifacts.

Duties: The Museum Collections Intern has an opportunity to join our team and gain meaningful experience while working on key museum projects. The Intern will be working on two specific projects in cooperation with, and under the direct supervision of, the Museum of the South Dakota State Historical Society's Curator of Collections:

1. Cataloging artifacts from the Museum's backlog of collections into PastPerfect database
2. Placing those artifacts into permanent storage

The collection is comprised of more than 35,000 objects collected from individuals, organization, and businesses around South Dakota, and it is being added to regularly through contemporary collecting. The right candidate will have Experience handling and moving artifacts made up of a variety of materials including but not limited to: textiles, paper, plastics, glass/ceramics, etc. Experience working with museum databases. Experience in PastPerfect preferred but not required. A working knowledge of collections management concepts such as accessioning, cataloging, and documentation. Experience and/or knowledge of proper artifact storage and packing standards. Experience and/or knowledge of proper artifact labeling procedures. The Intern may further assist the Curator of Collections with preparing various artifacts for use in upcoming exhibitions, a process which includes research, cleaning, data entry, photography and other activities.

Skills & Qualifications: We seek a candidate with a focus on collections management and gaining more working museum experience. Museum experience in a collections department would be preferred, but not essential. Intermediate knowledge of Microsoft Office, data entry and database management are important to the project. Other important attributes include good communication and team skills; ability to examine and solve problems using both visual and verbal skills; excellent writing skills.

Education: Completed M.A. or M.S. degree, or M.A. or M.S. candidate preferred. Qualified applicants will have at least a minimum of a B.A with the following emphasis in coursework to

be considered: history, museum studies, public history, archaeology, art, anthropology, or South Dakota history.

The internship is Full-Time, 40 hrs per week.

Time Frame: Flexible for three to six month period.

Salary: \$12.00/hr

To Apply: Applicant must be a full-time student. Please send a cover letter, resume and three references with contact information to Jay Smith, Museum Director: jay.smith@state.sd.us Or by mail to Jay Smith/South Dakota Cultural Heritage Center/900 Governors Drive/Pierre, South Dakota, 57501-2217 No phone calls please.