



**WHERE  
NEW YORK  
BEGINS.**

## **Collections Care and Archives Intern**

Are you looking for an exciting internship that will provide you hand-on experience and skills in a museum environment? If so, the South Street Seaport Museum's **Collections Internship** is for you!

The South Street Seaport Museum is dedicated to telling the vital story of the foundation of New York and its link to its great natural harbor. The Museum houses exhibition galleries, two working nineteenth century print shops, a library, a maritime craft center, and a fleet of historic vessels on Pier 16. The Collections Department is currently in the middle of the first wall-to-wall inventory of its 27,000+ collections including paintings; drawings, prints and photographs; ship models; historic artifacts related to the lower Manhattan businesses of the 19th century; and a 65,000+ archival collections, including business and ship documents, manuscripts and ephemera.

As a Seaport Museum intern you be a member of the small, dynamic Collections team and will be able to make an enormous contribution to the work we do. You will also have the possibility to meet with other department heads, participate in meetings, and assist in general Museum events. This is a wonderful opportunity to gain Collections experience and be involved in the day-to-day operations of the Museum that tells the history of "**Where New York Begins.**"

**Intern responsibilities will include, but are not limited to assisting the Collections, Curatorial, and Registration staff with the following tasks:**

- Cataloging artifacts in the Museum's collections management database
- Assist in organizing and digitizing archives materials
- Monitoring and reporting on exhibition conditions as they pertain to exhibited collections
- Assisting with the cleaning of exhibits and artifacts on display
- Collect ideas and draft posts for the museum's social media platforms on a monthly basis
- If time and interest permits, short-term, independent research projects related to the collection can be designed

### **Qualifications**

Candidates should be currently enrolled in or should have recently finished a museum-related graduate or undergraduate program, possess basic computer skills, an interest in collections/registration work, and the ability to lift 30 pounds.

### **Timing/Duration**

Internships last for a minimum of 12 weeks beginning in mid-January 2019 and may be part- or full-time. Interns must work a minimum of 2 days/week with an 10am-5pm (full-day); sorry, no half-day schedule permitted. This internship position is primarily for college credit.

**Application Deadline: November 30th, 2018**

**How to apply:**

Please send your cover letter, resume, and contact information for two references to the attention of the Director of Collections at [collections@seany.org](mailto:collections@seany.org).

**No Phone Calls Please**

**South Street Seaport Museum is an Equal Opportunity Employer**