



## Collection Archive Internship Job Description

<b>Internship Job Title:</b>	Collection Archive Internship (Unpaid)
<b>Location:</b>	1307 N Rock Road, Wichita, KS 67206
<b>Start Date:</b>	June 1, 2024
<b>End Date:</b>	July 31, 2024
<b>Schedule: (Days/hours):</b>	We ask for a commitment of two days per week, M - F 9 am to 4 pm.
<b>Direct Supervisor:</b>	Laura Taylor, program director

### Description

Mark Arts seeks a highly motivated Collections Archive Intern to join our Summer Internship Program in Wichita, KS.

Qualified candidates should be highly organized, motivated, and responsible, with strong communication and interpersonal skills and an interest in gaining experience in the daily operations of a nonprofit art gallery. The Collections Archive Intern will work under the immediate supervision of the Program Director at Mark Arts. The Collections Archive Intern will work directly on achieving the publicization of our Study Collection.

Looking to make an impact over the summer? In addition, have fun, add value and get outstanding career development experience and training.

We're offering a flexible schedule if you continue to take classes in the summer or you wish to pursue other opportunities simultaneously. We provide extensive training, guidance and support, as well as the opportunity to experience the industry from the inside and gain valuable work experience.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of the intersections in exhibitions, art education and the non-profit industry.

### Responsibilities

- Work closely with the Program Director on archiving collections information
- Engage in various record management and cataloging campaigns, namely photographing the collection
- Research records and representation of Mark Arts robust Study Collection
- Organize network image folders and update TMS media records
- Enter collection, exhibition and loans data as needed

### Requirements



- Must be 18 years of age
- Highly organized
- Driven and hard-working
- Integrity and dependability
- Ability to take direction and multi-task
- Interns are also expected to follow safety protocols involved in the handling of all materials
- Responsible time management and good work ethic
- Perform other duties as assigned

**Skills and Abilities:**

- Basic knowledge of art history required
- Previous experience working in a gallery or museum preferred
- Experience documenting artwork with a DSLR camera
- Must be able to occasionally lift minimum of 50lbs
- Strategic, artistic and creative thinker
- Excellent organizational and communication skills
- Flexible problem-solver with passion for the visual arts
- Contribute to a safe educational & working environment

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_  
(Intern's Name - PRINT Name)

Acknowledge Review of This Job Description.

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date