



Collections Internship

Project Description:

The Lakeshore Museum Center collection contains over 58,000 items pertinent to the natural and cultural history of Muskegon County. The Collection Intern will be involved with ongoing inventory projects. In addition, the Intern may help catalog new donations, monitor and record environmental conditions, or provide assistance in packing artifacts for transport.

Interns will handle, store, and analyze a variety of artifacts including lithics, ceramics, furniture, industrial history, and other materials. Work will consist of cataloging and organizing collections, photography, basic artifact analysis and documentation, as well as data management.

Duties and Responsibilities:

- Catalog artifacts, including: photography, measurements, descriptions, and provenance.
- Rectify errors in database and update digital and paper records.
- Organize the material so that it will be useful for interpretation, exhibition and research.
- Improve on or create a method of storage that minimizes handling.
- Complete condition reports or deaccession documentation as needed.

Qualifications:

- General knowledge and interest in western Michigan history
- Detail oriented, self-motivated, and a passion for the field.
- Previous experience with museum cataloging software is an asset though not required.