

JOB TITLE: Collections Intern

Organizational Unit: Administration
Reports to: Exhibits & Collections Manager, Museum of the Coastal Bend
FLSA Status: Not applicable
Pay Grade: Unpaid

JOB SUMMARY: The COLLECTIONS INTERN assists with collections management at the museum, at regional archaeological sites, and/or in the museum's public archaeology lab, following professional standards and practices as directed by the Exhibits & Collections Manager.

DESCRIPTION

The Museum of the Coastal Bend showcases the rich multi-cultural heritage of the mid-coastal region of Texas. In 2009, the Museum of the Coastal Bend achieved Certified Curatorial Facility status, a designation awarded by the Texas Historical Commission to only sixteen institutions in the state. The certification ensures that facilities meet current museum standards pertinent to the care and management of held-in-trust collections.

Museum of the Coastal Bend Archaeology Internships are designed to provide students with valuable on-the-job training and a positive learning experience while working with and learning from our research staff in the field and/or lab.

INTERNSHIP SCOPE

This is an unpaid internship with flexible length and dates of internship. The internship will take place for an agreed-upon time period between June 1 - December 31, 2022. The primary goal of this internship is to assist in populating a new collections program with entries for the museum's approximately 30,000 artifacts.

Interns may participate in one day of supervised fieldwork per week at an ongoing Paleolithic dig. This internship will offer students the opportunity to participate in an ongoing excavation of the McNeill Ranch Site (41VT141), a Paleolithic site proving 10,000 years of occupation located in Victoria County, Texas. Students will broaden their understanding of anthropology, history, and science through practical experience in archaeology.

Intern will learn and be exposed to:

- Practical experience in collections management
- Archaeological fieldwork
- Archaeology lab processes
- Participation in Collections Committee meetings
- Participation in Museum staff meetings
- Participation in Museum Advisory Board meetings

TRAINING PROVIDED IN THE FOLLOWING AREAS

Collections Management -- This internship will provide training directed toward developing experience in museum collections management. The intern will be provided with close supervision by qualified staff as they assist in duties related to acquisitions backlog, research requests, artifact donations, and relocating artifacts within the building. The intern will also be given opportunities to assist with exhibition development, and will attend events such as staff and board meetings to gain a broader understanding of the workplace and its initiatives. Opportunities for networking and informational meetings with staff will be available at the intern's request.

- Collections inventory processing
- Collections cataloguing
- Development of metadata for CMS PastPerfect
- Accessioning artifacts
- Artifact handling for internal use
- Loan processing
- Photography for collections management
- Collections storage and finding aids

Archaeology -- Training in a variety of archaeological field methods such as artifact analysis and record keeping will be provided. Interns gain an understanding of basic techniques of survey, excavation, and post-excavation lab work. Students will be introduced to site mapping, learn to work from a primary datum, and maintain detailed notes for analysis.

- Excavation
- Lab Methods
- Land Stewardship
- Legal and Ethical Obligations

TYPICAL DUTIES AND RESPONSIBILITIES

Specific duties include, **but may not be limited to** the following:

Cataloguing artifacts

- Data entry into PastPerfect Web Edition 5.0
- Accession artifacts/collections
- Identify artifacts using accession records
- Organize artifact accession records by archaeological site

Archaeology

- Fieldwork (supervised)
- Maintain field notes
- Process finds in lab

REQUIRED QUALIFICATIONS & SKILLS

- Current graduate student working towards a Masters in Museum Studies, Public History, History, or Archaeology
- Familiarity with proper artifact handling
- Proficient computer skills
- Strong attention to detail and ability to follow instruction
- Excellent written and verbal communication
- Self-directed and able to work without supervision
- Enthusiasm for archaeology (prior field experience not required)
- Excellent critical thinking/problem solving skills
- Must be able to lift 25lbs

Our goal is to provide students with the necessary knowledge, skills, and abilities to join the work force and to pursue advanced degrees, emerging as the next generation of professionals, educators, and leaders within the fields of museum studies, archaeology, and history. Under the direction of Dr. Heather Para, the MCB’s Exhibits and Collections Manager, undergraduate students may, but are not required to, receive course credit through their university’s independent study or fieldwork programs.

As a condition of internship, intern must also sign a Volunteer Agreement with the Museum of the Coastal Bend and adhere to all Victoria College employment expectations.

Acknowledgement of Understanding:

Intern Name

Date

Supervisor’s Name

Date