



Curatorial/Collections Assistant Internship Job Description

The Organization: The Marketing/Public Relations intern is an unpaid position of the Friends of Linden Place, a 501(c) (3) non-profit Corporation which operates under Bylaws adopted June 25, 1987 and amended periodically since that date. Purpose of the organization is acquiring, restoring, securing, and maintaining property at 500 Hope Street, Bristol, Rhode Island, known as Linden Place; also, development of a program of uses that will insure access and enhance the artistic, cultural, and educational life of the town, state, and nation.

Reports to: Executive Director, Susan Battle

Duties:

- Assists in the maintaining of museum collection database through data entry and editing.
- Assists with processing collections including registering, accessioning, cataloging, packing, unpacking, maintaining inventory, and documentation.
- Assists in setup and assembly of storage areas for collection according to curatorial standards; cleans collection and storage area as needed.
- Prepares various reports regarding collection activities and condition of objects as requested.
- Conducts research in identification and interpretation of museum collections.

Skills:

- Knowledge of documentation practices and procedures pertaining to museum objects, storage, and preparation of exhibits.
- Skill in verbal and written communication and following instructions.
- Skill in documentation of museum objects, storage and exhibit preparations.