

The Collections Internship is centered around the ongoing inventory of Historic New Harmony's collection and learning about best practices for handling and managing artifacts. This intern will work with the Collections Manager to update artifacts, improve catalog records using PastPerfect museum software, and assist with various collections projects and exhibit installations as needed.

Inventory artifacts housed in collections storage and on display in Historic New Harmony's buildings and sites.

Enter data into the PastPerfect collections database.

Ensure that artifacts have records in PastPerfect and are associated with their correct identification numbers.

Properly label artifacts using appropriate techniques.

Create barcode labels for artifacts.

Write condition reports for artifacts.

Note housing issues and work with the Collections Manager to provide better enclosures.