



Racine Art Museum Association, Inc. Job Description

Position Title: Collections Intern

Department: Exhibitions and Collections

Status: Hourly; \$9/hour, 13 hours/week for 15 weeks
(January to May, June to August, September to December)

Reports to: Registrar/Collections Manager

General Summary of Position:

This position assists the Registrar/Collections Manager with the care and maintenance of the collection. Principal Job functions would include inventory, condition reporting, and other projects as assigned based on priority needs. This opportunity is for students who are interested in gaining practical working knowledge in the area of registration and collections management.

This position will take place primarily at the RAM campus; but may be involved in tasks at the Wustum campus as well as offsite storage locations, accompanied by the Registrar.

Principal Job Functions could include, but are not limited to, the following:

1. Maintenance of collection records and databases.
 - Assist with/in accessing works into permanent collection: cataloging, numbering, and updating collection records.
 - Assist with inputting, updating, and maintaining collection records in the collection databases.
2. Object location and security.
 - Assist with/in accessing works into permanent collection: cataloging, numbering, and updating collection records.
 - Assist with inputting, updating, and maintaining collection records in the collection databases.
3. Assist in inventory of the collection.
4. Conduct condition reports.

Required Knowledge and Skills:

- The ability to adhere to deadlines and time constraints.
- Ability to work with a team, ask questions, provide support and be proactive.
- Flexible scheduling-some weekend and evening hours are required to staff museum events.



- Ability to interact with the public as well as colleagues.
- Knowledge of databases and proficiency in Microsoft Office, preferred.
- Art Handling experience preferred.

Education and Experience:

Graduate or upper level undergraduate students with studies in art history, art education, and or studio art. Graduate student preferred. Art handling experience preferred.

Send:

- Cover letter addressed to Valerie Vespalec
- Resume
- List of three professional references with their contact information

Via email to RAM Registrar/Collections Manager Valerie Vespalec at vvespalec@ramart.org.