

Collections Management Internship:

Overview:

The National Museum of Racing and Hall of Fame seeks applicants for an internship opportunity within its curatorial department. Our mission is to preserve and promote the history of Thoroughbred racing in America and honor the sport's most accomplished participants in the Official National Thoroughbred Racing Hall of Fame. Showcasing the sport's history from the 1800s to today, the National Museum of Racing and Hall of Fame houses over 24,000 objects in its diverse collection of art, artifacts and memorabilia. The curatorial department is seeking interns to assist with a major project which encompasses performing an inventory of the Museum Collection. This position is ideal for a current undergraduate or post-graduate student looking to gain museum work experience via volunteer hours or course credit (the Museum can work with any college/university approved internship program). *Please note: internship hours will be based on museum office hours (weekdays from 9 a.m. to 5 p.m.)*

Responsibilities:

- Assist the Curator and Collections Manager with the collections inventory and additional collections management projects, as needed.
- Prepare finding aids and assist with collections labeling.
- Conduct research on objects and update existing object records.

Qualifications/Requirements:

- Current or recent graduate, majoring in museum studies, public history, art history, history or a related field.
- Familiarity with museum standards and best practices.
- Excellent organizational skills and attention to detail.
- Works well in a team environment.

Preferred Qualifications:

- Prior experience in a museum setting.
- Prior experience with data entry/working with a collections database (PastPerfect).
- Art/object handling experience.

Interested applicants should submit a resume with a cover letter and three references to Stephanie Luce at sluce@racingmuseum.net. Internships will be available throughout the year.