



2016 Summer Collections Management Internship

THE MUSEUM

The National Museum of Toys and Miniatures educates, inspires, and delights adults and children through the museum's collection and preservation of toys and miniatures. The museum, located in Kansas City, contains the world's largest collection of fine-scale miniatures and one of the nation's largest antique toy collections on public display.

POSITION

Collection Management Intern

NUMBER OF POSITIONS

1

COMPENSATION

\$12 per hour

TIME COMMITMENT

Full time, 10 weeks (400 hours)
June-August (dates are flexible)

WEEKLY SCHEDULE

Monday-Friday, 8:30 am-5:00 pm, 30 minute unpaid lunch break

DUTIES/RESPONSIBILITIES

The Intern will play an essential role in improving the documentation of the Museum's collection. The Intern will process a recent acquisitions of 20th century dollhouses, dollhouse accessories, and play sets currently in storage. This involves cataloging the objects, physical numbering, digital photo documentation, packing objects for storage and entering information into the Past Perfect database.

SUPERVISOR

Calleen Carver, Collections Coordinator

QUALIFICATIONS

Preferred candidates for this internship are current graduate students, recent graduates or advanced undergraduates working towards a degree in museum studies or related field. Ideal candidates will be working towards a career in museum Collection Management or Registration. Familiarity with archival materials, object labeling methods, object handling and digital photography preferred. Intern will need to be able to work independently, have strong organizational skills and be highly precise and detail oriented. Past Perfect database experience is preferred.

Resume, cover letter and a list of 3 references due by March 14, 2016.

Please send application materials to Calleen Carver, Collections Coordinator, The National Museum of Toys and Miniatures, 5235 Oak Street, Kansas City, MO 64112 or carverc@umkc.edu.