



## 2019 Summer Collections 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**

Collections Intern

### **NUMBER OF POSITIONS**

1

### **COMPENSATION**

\$2,400 Stipend

### **TIME COMMITMENT**

240 hours (12 weeks, 20 hours per week) between May 29<sup>th</sup> and August 23<sup>rd</sup>

### **WEEKLY SCHEDULE**

Exact schedule to be determined. Hours will fall within standard work week: Monday – Friday, 9 a.m. to 5 p.m. There is a possibility of one or two weekend days for special events.

### **DUTIES/RESPONSIBILITIES**

The collections intern will catalog new acquisitions using PastPerfect, T/m's collections management database. Tasks will include documentation photography, gentle surface cleaning, numbering, and preparing objects for storage. The collections intern will work independently but with frequent interaction with the curator of collections, collections manager, and registrar.

### **SUPERVISOR**

Amy McKune, Curator of Collections

### **QUALIFICATIONS**

Candidates should be graduate students, recent graduates, or advanced undergraduates with a major in museum studies or related field. Ideal candidate will be working towards a career in collection management or registration. Will need to work well independently and be able to organize a large number of objects with extreme attention to detail. Should have completed coursework in collections care and management and ideally have prior experience with object handling, marking, photography, and packing. PastPerfect experience is preferred.

Resume, cover letter, and a list of 2 references due by March 11, 2018.

Please send application materials to Amy McKune, Curator of Collections, The National Museum of Toys and Miniatures, 5235 Oak Street, Kansas City, MO 64112 or [mckunea@toyandminiaturemuseum.org](mailto:mckunea@toyandminiaturemuseum.org).