



Museum of Science & History
JACKSONVILLE • FLORIDA

MULTICULTURAL FELLOWSHIP IN COLLECTIONS MANAGEMENT POSITION DESCRIPTION

DEPARTMENT:	Curatorial
IMMEDIATE SUPERVISOR:	Collections Manager & Registrar
STATUS:	Non-exempt/ Part-time
HOURS:	16 Hrs./Week, Single semester

POSITION PURPOSE:

This Fellowship is intended to provide real world experience and skills in Collections Management and Registration to students from backgrounds that are historically under-represented in the museum field generally and curatorial departments specifically. The Fellow will drive a major portion of the Museum's work to align its collections with the Museum's mission as outlined in the 2015-2020 Strategic Plan.

AREA OF FOCUS:

The Fellow position will focus on deaccessioning a large doll collection dating from 1800-1980s. This project will encompass the entire deaccession process. Tasks will include:

- Performing provenance research on historic collections
- Reviewing old museum documentation and examining the physical objects to update catalog records and complete deaccession paperwork.
- Completing object inventory and repacking for safe transport
- Completing the necessary computer and analog documentation once the objects have been deaccessioned.

LEARNING OUTCOMES:

At the completion of the fellowship term, the Fellow will be experienced with provenance research, the principles of sustainable collections management, determinations of collections significance, PastPerfect software, museum registration methods, collections documentation, object handling, and deaccessioning processes. The Fellow will also have observed senior leadership in other areas of museum operations.

QUALIFICATIONS:

Eligible applicants will:

- Be currently enrolled in or have recently graduated from an undergraduate program at an accredited college or university.
- Identify with a group underrepresented in museums, including, but not limited to, African American, Asian, Latina/o/x, Native American, or Pacific Islander.

TIME COMMITMENTS: This is a semester long position; 15 weeks during the Spring or Fall or 10 weeks during the Summer. The Fellow will be required to complete 240 hours for Spring or Fall semesters or 160 hours for the Summer. This is approximately 16 hours per week. Hours must be completed between Monday and Friday.

COMPENSATION: The Fellow will receive a stipend of \$2,880 for a Spring or Fall semester or \$1,920 for the summer.

APPLICATION REQUIREMENTS: Interested applicants should fill out the fellowship application form, provide a copy of their unofficial college transcript, and a letter of recommendation. All materials should be sent to the Manager of Community Engagement. Application materials can be found at <http://themosh.org/join-support/volunteer-intern>