

## **Museum Registration Intern Job Description**

**Department: Museum Services Division, Registration Department**

**Intern Title: Museum Registration Intern**

### **Description:**

Registration interns at the Buffalo Bill Center of the West have the opportunity to be full-fledged members of the registration and collection management team and gain an understanding of the day-to-day responsibilities of a Museum Registrar. Primary duties will include inventorying a select portion of the collection (based on the applicant's disciplinary interests) and reconciling digital and paper records for those objects. Interns will work with the museum's collection management database, Argus, to update information and generate reports. Interns will assist in processing incoming or outgoing loans and acquisitions as needed, including generating paperwork, packing and unpacking loans, and will be trained in object handling and condition reporting.

### **Requirements:**

- BA in Museum Studies or related discipline (History, Art History, Native American Studies, Natural Science, Anthropology), graduate student working towards Master's in Museum Studies, or recent graduate with a Master's in Museum Studies.
- Knowledge of museum collections.
- Detail-oriented.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office Suite and database software.
- Knowledge of accessioning principles and standards.