

## **Museum Registration Intern Job Description**

**Department:** Museum Services Division – Registration Department

**Internship Title:** Museum Registration Intern (2019)

**Overview:** 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 will gain an understanding of the day-to-day responsibilities of a Museum Registrar.

**Level of Responsibility:** Reports to Senior Registrar

### **Specific Duties and Responsibilities:**

- Inventory, cataloging, and reconciling existing digital and paper records.
- Work with the museum's collection management database, Argus, to update information and generate reports.
- Assist in processing incoming or outgoing loans and acquisitions as needed, including generating paperwork, packing and unpacking loans.
- Will be trained in object handling and condition reporting.

### **Qualifications:**

- 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.