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COLLECTIONS MANAGEMENT INTERNSHIP OPPORTUNITIES Fall 2018 – Summer 2019

The Puget Sound Maritime Historical Society is located within MOHA's Resource Center in the Georgetown neighborhood of Seattle, 5933 6th Avenue South. We have a variety of opportunities available. You'll get the experience of working with a very small organization that is partnered with the AAM Accredited Museum of History and Industry. You would be working with the Director, Alicia Barnes (MA in Museology, University of Washington) and a variety of volunteers. Find out more about our organization at www.pugetmaritime.org.

Project: Deaccession and Transfer

Timeline: Fall 2018 to Spring 2019 Days: Flexible. Monday – Friday between 10 am and 5 pm

This internship will benefit PSM as it strives to create space for incoming collections relevant to Puget Sound maritime history. The project involves learning about the process of deaccessioning, particularly focusing on gaining legal title to items without signed deed of gift, and identifying and contacting institutions about transfers. This position gives an intern: 1) practice following proper deaccession procedure; 2) experience with information management and object tracking; and 3) experience working with other institutions on transfers or determining alternative disposal.

Project: Condition reporting and Accessioning (Objects & Archival)

Timeline: Fall 2018 to Summer 2019 Days: Flexible. Monday – Friday, between 10 am and 5 pm

This project is great for anyone who wants to gain experience with basic collections management tasks. The project consists of condition reporting objects in the collection, particularly those currently on exhibit and cataloging incoming collections. Some object photography and archival digitizing will be required. This project helps PSM maintain collections preservation standards and gives an intern: 1) experience cataloging objects, archives and photograph collections in PastPerfect; 2) experience handling and digitizing photos and documents; 3) experience conducting condition reports.

Project: Rolled Textiles

Timeline: Anytime Fall 2018 to Summer 2019 Days: Flexible, Monday – Friday between 10 am and 5 pm

This project is great for someone who wants to become familiar with textile handling! The project focuses on rehousing our ship flags collection (approximately 50) from current folded storage to rolled storage. Flags will also need to be photographed and have locations updated in the database. The project helps with our conservation efforts and gives an intern 1) experience handling oversized textiles; 2) an understanding of the materials needed for textile preservation; 3) experience photographing oversized objects; and 4) practice working in the PastPerfect database.

**For additional information about any of these opportunities or to discuss an internship you would like to explore
please contact Alicia Barnes:
admin@pugetmaritime.org or 206.812.5464**