

COLORADO SPRINGS FINE ARTS CENTER
INTERNSHIP OPPORTUNITY
Posted May 7, 2008

Position Title: Permanent Loan Assistant

Position Reports To: Acting Collections Manager/Registrar

Term: Flexible part-time – minimum two days/week; 150 hours total; May start

Compensation: school credit

The Colorado Springs Fine Arts Center is offering a part-time internship in Museum Registration which will specifically pertain to items on permanent loan to the museum. Projects will be tailored to the experience and expertise of the individual. Typical activities include assisting the Acting Collections Manager/Registrar with the development and maintenance of all collection records, cataloging and inventory of records for permanent loans. The successful candidate will receive training for creating, organizing and maintaining orderly forms, legal documents and files pertaining to the permanent loans in the museum's collections. Candidate will also receive training in Art Systems Gallery Pro collections database.

Essential Duties/Responsibilities:

- Assist in the coalition of any and all documents pertaining to specific permanent loans.
- Responsible for the creation of spreadsheets and databases concerning objects included in specified permanent loans.
- Responsible for the organizing and re-filing of site specific objects and forms.
- Assist with specific tasks assigned by the Acting Collections Manager/Registrar as directed.

Job Qualifications

- Bachelor's degree in Museum Studies, Art History, Studio Art or related field or Bachelor's degree candidates working toward school credit preferred.
- Experience in art handling.
- Knowledge of museum collections management and registration best practices.
- Working knowledge of all Microsoft computer applications and museum databases.

Candidate must be able to organize collections documentation, data, and staff; communicate well with all interested parties; prioritize collection move activities; and budget and plan for supplies and equipment.

- Preferred candidates will have experience with museum collections management software systems such as Art Systems Gallery Pro or Specify; good organizational skills; and good interpersonal and communication skills.

Note: this job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Please send cover letter, resume and three references to Patricia DeSimone, Human Resources, Colorado Springs Fine Arts Center, 30 West Dale Street, Colorado Springs, CO 80903, or email to pdesimone@csfineartscenter.org. **Position will remain open until filled.**