

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

Position Title: Collections 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 Collections Management. Projects will be tailored to the experience and expertise of the individual. Typical activities include assisting the Acting Collections Manager with the on-going move of the collections to a new storage facility, photography, collections care and management, data management, updating of Art Systems Gallery Pro database, inventory of collection, assisting with outgoing loans, creating object storage mounts and numbering of objects in the collection. The successful candidate will receive training in art handling and Art Systems Gallery Pro database as well as training on associated Collections Management legal documentation, forms and policies.

Essential Duties/Responsibilities:

- Assist with move of Permanent Collection to the new storage area.
- Responsible for safe handling of all objects in the collection.
- Assist with collections related projects.
- Responsible for data entry with Art Systems Gallery Pro database.

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 best practices.
- Working knowledge of all Microsoft computer applications and museum databases.
- Candidate must be able to organize collections, 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 inter-personal 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.**